

ATELIERHAIR

Document Title:		Leave Policy	
Application	All staff	Document No.	POL-0004
Approved Date:	1 May 2022	Next Review:	May 2024
Approved By:	Directors	Version Number:	1.0
		Classification	Internal Use

1. Policy Context *(Objectives)*

WalkFree Pty Ltd (hereafter for the purpose of the policy called 'Atelier Hair' or 'the organisation').

The Atelier Hair Leave Policy sets out the processes and expectations required of staff when applying for and taking leave (annual leave, personal leave, sick leave etc.).

2. Purpose

Atelier Hair's vision is to be Orange's premium boutique hair salon that provides consistent exceptional client experience and is an employer of choice within the hair and beauty industry. To achieve this, we need a highly professional, inclusive and reliable team. As Atelier Hair is a service industry that operates and bookings, we need to ensure we manage all types of leave in a way that ensures we can still provide a quality service whilst being flexible around leave provisions, and ensuring we can provide short notice appointment changes or cancellations (in the event of unplanned leave, such as sick leave) with as much notice as possible.

3. Scope

This Policy applies to all employees of Atelier Hair that are working in any of the organisations workplaces and/or affected by the organisations activities and undertakings (i.e. the shop, providing services in a client home etc.).

4. Policy Detail

Atelier Hair recognises that staff take various types of leave, some being planned leave and at times the leave is unplanned. This policy sets out the expectation for employees to apply for planned leave in advance and the process for taking unplanned leave.

Process needs to be in place so that the business is able to operate in a structured and planned way, to enable efficient, quality service provision to our clients. When process is not followed, this can be disruptive to the business and negatively impact on our client experience. In some cases, there could be a loss of clients and receipt of complaints due to poorly managed leave and unplanned absences.

Where this policy is not met, appropriate disciplinary action may be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be required to be notified.

5. Applying for or notification of leave

The standards related to leave expected of employees include:

1. Planned leave is leave that has been applied for in advance and approved by the appropriate manager;
2. All leave requests must be applied for by submitting a leave request in Deputy. Whilst there may be times that leave is given a verbal approval during a conversation with your manager, this does not constitute an approved leave request.
3. The leave request process which operates through Deputy feeds this information into the payroll system once leave has been approved.
4. Where leave is taken and has not been applied for and/or approved, this will be processed as leave without pay. Where it is reasonably practicable for the business an off pay can be processed where leave was not appropriately applied for or approved. Where an off pay may not be reasonably practicable, the payment will be made in the next pay run.
5. The process for applying for leave is set out in **Section 6** of this policy below.
6. All staff have a Deputy login and can access the application for leave function from your own phone or a device once you have downloaded and installed the Deputy application.
7. Whilst this may not always be possible, Atelier Hair would like to schedule in leave in advance for all staff so that business service delivery can be planned. Where possible and practical, it is expected that staff apply for planned leave in advance by a minimum of two months.
8. There may be times where providing two months advanced notice is not possible and application and approval in these circumstances will be assessed on a case by case basis.
9. Where application for leave is at short notice without appropriate reason and there will be negative impacts on service delivery, management may decline your leave request.
10. All leave requests will be assessed against business priorities prior to being approved. There may be times when your leave request is declined e.g. during peak periods and there is another staff member already on leave.
11. Where possible management will endeavour to be as flexible as possible with leave requests however the business needs will set some parameters around this approval process.
12. Unplanned leave (sick leave, carers leave etc.) cannot always be planned in advance and is most often requested at short notice.
13. Sick leave or unplanned leave notification should be via a telephone call to management with at least a minimum of two hours' notice which will allow for the contacting of clients for rescheduling of appointments.
14. In cases where the manager has not answered a phone call, a voicemail message should be left in preference over sending a text message. Text messaging notification should be a last resort for calling in sick.
15. It is acknowledged that there are also times where notice may not be possible. This will again be assessed on a case by case basis.
16. Sick leave and other unplanned leave will be monitored by management and where there are consistent patterns of leave i.e. regularly after days off or every second Monday etc. this will be investigated with the employee.

Document ID:	POL-0003	Created Date	8 April 2022	Revision Date	April 2023
Version	1.0	Custodian	Salon Manager		Page 2 of 4

17. Employees may take sick leave if they are unfit for work due to personal illness or injury. All employees must provide evidence of illness to qualify for sick leave. A medical certificate or statutory declaration must be provided for sick leave upon the workers return to work.
18. Where an employee cannot provide evidence that would convince any reasonable person that they were unfit or unable to attend work, they are not entitled to personal leave and the day must instead be taken as unpaid leave or if you wish from their accrued annual leave.
19. Where an employee has had more than two absences in a two month period (separate or consecutive), the employee must provide a medical certificate for all absences proceeding this for a period of six months.
20. Where an employee is unsure about applying for leave or the requirements, the employee is encouraged to refer to this policy and/or speak with management.

6. Applying for leave on Deputy

The following steps outline the process for applying for leave via the Deputy application on your smart phone or device:

STEP	PROCESS	SCREENSHOT
1	<p>This icon is the Deputy icon to access your deputy account. Open up the Deputy application.</p>	
2	<p>Open the Deputy app on your phone and tap the Home tab on the right of the lower navigation Bar. On your Profile screen, tap Leave.</p> <p>On the Leave screen you can see approved and declined leave, To create a new leave request, click the + symbol in the top right corner.</p> <p>Next, please fill in the details of your leave request. You will need to select a date range, leave type, add a comment and choose a manager to notify.</p> <p>The screen shots below show the iOS Deputy app:</p>	
3	<p>4 For more assistance you can visit the deputy help centre website: https://help.deputy.com/en/</p>	

7. Roles and Responsibilities

All employees of Atelier Hair (including Directors, management and all other employees) are required to comply with the requirements of this Code of Conduct and other associated organisational policy and procedures.

8. Policy Breaches

All Atelier Hair employees are required to comply with this Policy.

An employee found to be in breach of this policy may be subjected to disciplinary action. In serious cases this may include termination of employment.

9. Accountabilities

Role	Accountability
Directors	<ul style="list-style-type: none">▪ Policy approval
Salon Manager	<ul style="list-style-type: none">▪ Biennial policy review to ensure the policy is meeting its purpose, complies with legislative requirements and fits with organisational objectives.▪ Ensure the policy is up to date and communicated to all staff
Staff, students, contractors & Volunteers	<ul style="list-style-type: none">▪ Ensure this policy is adhered to.▪ Report any breaches of this policy▪ Participate in the biennial review of this policy

10. Issue

Issue Number	Policy Change Description
1.0	New Leave Policy

11. Approval

Approved By:			
Signatures:	Jason Walker		Date:
	Ken Freedman		

12. Legislation

Title	
1.	Fair work Act 2009 (Cwlth)
2.	Anti-Discrimination Act 1977
3.	Industrial Relations Act 1996