



Personal (Sick) or Carer's Leave Policy and Procedure

December 2025

Our Values

The United Methodist Church in Australia, Synod of South Australia values each of its employees and recognises that all interactions should be approached through a lens of justice and fairness, care and safety, intentional growth and encouragement and accountability. In this way, the United Methodist Church strives for excellence in its stewardship of its people and seeks to value each individual and the unique skills, gifts and talents they possess.

Overview

This policy and procedure provide a framework for the use of Personal (Sick) or Carer's leave granted to employees.

Scope

This policy and procedure apply to all employees of the United Methodist Church in Australia, Synod of South Australia. Presbyteries, Congregations and other Church Body employers are encouraged to adopt this policy and procedure for their workplace employees.

This policy and procedure replace all previous versions.

Definitions

Term	Meaning
Church Body	As per the definition of Body in the Uniting Church's Constitution, includes council, committee, department, college, board, agency or other institution within the bounds of UCASA: • Synod (Pirie St Office), Synod (Brooklyn Park) College Campus - Yarthu Apinhi, Uniting Venues SA, Uniting Aboriginal and Islander Christian Congress (UAICC), • Presbyteries, Congregations and Faith Communities.
Employee	Any person directly employed by the UCASA, or employed by a Church body on behalf of the Uniting Church in Australia, who is remunerated for the work they undertake for their employer. <i>An employment contract, an agreement between an employer and employee in accordance with the Fair Work Act 2009, is provided setting out the terms and conditions of employment, which includes minimum legal entitlements under the National Employment Standards (NES) and complies with any applicable industrial award, enterprise agreement or other registered agreement.</i>
Executive Officer	An individual who is appointed to lead a UCASA ministry centre by the Synod or its Standing Committee, usually a person who has been delegated authority to make decisions on behalf of the UCASA, and is accountable for the delivery of outcomes for a department, function or program within their ministry centre, and reports to the General Secretary.
Immediate Family or Household	An employee's immediate family includes their spouse, domestic partner, parent, parent-in-law, sister or brother, child or step-child, grandparent, or any dependent person.
Manager (Leader/Supervisor)	Any individual appointed by an employer or governing council of a Church body, temporarily or permanently, to a supervisory role i.e. has work performance and workplace behaviour oversight of other personnel.
Personnel	Any person commissioned, employed and or engaged in, or contributes towards the planning/management/delivery of, and or are involved or participates in any functions, programs or activities associated with a Church body (includes Ministry Agent, Employee, Volunteer, Contractor, Member, Visitor, and Guest).
UCASA (the Synod)	Uniting Church in Australia, Synod of South Australia
Uniting Church (the Church)	The Uniting Church in Australia
Workplace	A place where work is carried out for the Church body and includes any place where a worker goes, or is likely to be, while at work. Generally this means in the context of the Church body, but may not be restricted to: • any place of worship within the bounds of UCASA • any UCASA property used by the Church body • any other property owned by The Uniting Church in Australia Property Trust (S.A.) • any other location or workplace (as defined by Section 8 of the Work Health and Safety Act 2012 – SA) where approved Church body work, activities or functions are being conducted.

Policy Principles

Uniting Church in Australia, Synod of South Australia (UCASA) in managing personal (sick) or carer's leave, remains committed to stewarding its people well and assisting management to do so – reflecting its values of justice and fairness, care and safety, encouragement and accountability, compassion, respect and integrity for all. UCASA values wellness and encourages employees to take necessary leave to prioritise their wellbeing.

Personal (Sick) or Carer's Leave

Employees are entitled to personal (sick) or carer's leave as prescribed by the National Employment Standards ('NES') of the Fair Work Act 2009.

- Permanent employees are entitled to paid personal/carers leave
- All employees are entitled to unpaid carer's leave

Permissible Occasion

For **personal (sick) leave** because the employee is unfit for work due to a personal illness or personal injury. UCASA also permits the use of paid personal leave for employees to attend appointment(s) with a registered medical or healthcare practitioner.

For **carer's leave** to provide care or support to a member of the employee's immediate family or household who requires care or support due to:

- a personal illness or personal injury which affects the member, or
- an unexpected emergency affecting the member.

Paid personal/carers leave

For each year of service with UCASA, permanent employees (full-time or part-time) are entitled to ten (10) days (pro rata for part-time hours) of paid personal/carers leave, which accrues progressively during a year of service, according to the employee's ordinary hours of work, and accumulates from year to year. Entitlements can be used for each permissible occasion.

Unused paid personal/carers leave will not be paid out on termination of employment and is not transferable.

Casual employees receive no paid entitlement to personal (sick) leave.

Unpaid carer's leave

All employees are entitled to two (2) days of unpaid carer's leave for each permissible occasion.

For permanent employees, all accrued paid personal/carers leave entitlements must be exhausted before unpaid carer's leave will be approved.

Granted unpaid carer's leave will not constitute a break in employment service.

Notification

All employees must notify their manager/supervisor of the need to take personal (sick) or carer's leave and the reasons for doing so, as soon as is reasonably practical, unless they are unable to comply with this requirement due to a situation beyond their control.

Notification must include the expected duration of leave to be taken, and if due to a personal injury or illness, the nature of the injury/illness as this will assist the manager/supervisor in workforce planning and to provide and maintain a workplace that is free from risks to the health and safety of all other personnel that may be affected.

Failure to notify will be regarded as an unauthorised absence from work and may result in non-payment for the absence (where applicable). If the absence is prolonged, this may be deemed abandonment of employment.

Application

Applications for paid personal/carers or unpaid carer's leave must be made on the appropriate Leave Application Form and be reflected in time sheets (where time sheets are required). These applications must be completed by employees either before or as soon as practical after returning to work and approved by the appropriate manager/supervisor.

Evidence

A medical certificate or other reasonable evidence, e.g. a statutory declaration, must be produced if employees are absent from work for more than two (2) consecutive days (i.e. for the third and subsequent days), or when employees have had more than six (6) single day absences from work in any one (1) calendar year.

Other leave considerations

On occasion, permanent employees may require personal or carer's leave during scheduled annual leave. In this case, employees may request to have applicable days reinstated to their annual leave accrual, upon provision of reasonable evidence that the paid personal or carer's leave was required.

Where permanent employees have no available paid personal/carers leave entitlements and are unable to attend work due to a personal injury or accident that is *not a work-related workers' compensation injury*, employees should discuss suitable alternatives with their manager/supervisor and where appropriate apply for other leave types. This includes but is not limited to annual leave or leave without pay. Leave without pay is at USASA's discretion and each request will be determined on its merits.

Responsibilities

Executive Officer, Resources is responsible for:

- approval of, and amending, this policy and procedure, in consultation with the Manager, Human Resources and Executive Officers
- ensuring that this policy and procedure will be constantly reviewed to maintain their relevance and integrity in line with appropriate legislation
- ensuring that the contents of this policy and procedure communicated to, and accessible to all

employees.

Manager, Human Resources is responsible for:

- reviewing and approving leave arrangements in lieu of Executive Officers or the relevant manager for ad hoc matters that have been appropriately escalated.
- periodically assessing compliance with this policy and procedure to ensure consistency of application across all ministry centres.

Managers are responsible for:

- receiving, considering and assessing leave applications from employees in a timely manner;
- ensuring they and employees for whom they are responsible are aware of and comply with this policy and procedure;
- taking into consideration any extenuating circumstances or potential critical disruptions to the workplace and escalating any concerns accordingly;
- forwarding to payroll all approved leave applications to be processed in a timely manner;
- conducting employee welfare checks where appropriate if an extended period of leave has been taken.

Employees are responsible for:

- notifying their manager/supervisor as soon as reasonably practical of the need to take personal or carer's leave;
- confirming with their manager/supervisor reasons for taking personal leave and the expected time to be taken;
- maintaining regular communication with their manager/supervisor to notify their general status and well-being, and to advise of expected resumption to normal duties where long periods of personal or carer's leave is being taken.

Failure to comply with the policy

Employees should be aware that a failure to comply with this policy and procedure, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action.

Issue Resolution

Refer to the UCASA Grievance Policy procedures for further information.

- [UCASA Grievance Policy](#)

Dissemination of Policy and Procedure

A copy of this policy and procedure will be made available to all employees. The intent of this policy and procedure will be explained to each new employee at their induction.

Monitoring and Review

This policy and procedure will be reviewed in accordance with any applicable legislation changes and UCASA review procedures.

Related Legislation and Documents

National Employment Standards ('NES') of the *Fair Work Act 2009*.

Procedure

#	Action	Accountable	Timeframe
1	Notify your manager/supervisor of the need to take personal or carer's leave, the purpose and expected time to be taken	Employee	As soon as reasonably practicable
2	Complete and submit the Leave Application Form to your manager/supervisor, including any documented evidence as requested by your manager/supervisor	Employee	As soon as reasonably practicable or immediately on return to work
3	Review applications, taking into consideration: • employee's requested period of leave and accrual status • potential disruptions to the workplace Consult with stakeholders as required	Manager/Supervisor	As soon as reasonably practicable
4	Communicate with employee regarding approval / non-approval of leave application with relevant feedback as required.	Manager/Supervisor	Immediately following determination of leave application outcome
5	Forward authorised copy of the Leave Application Form to Payroll for processing and/or filing	Payroll	As soon as reasonably practicable
6	Update employee leave service record	Payroll	At the next available pay run

Links

- [Leave Application Form](#)

Approval Authority

Approval and Review	Details
Approval Authority	Executive Officer, Resources
Advisory Committee to Approval Authority	Human Resources and Remuneration Committee
Administrator	Manager, Human Resources
Next Review Date	2028 (3-years)

Feedback

Employees may provide feedback about this policy and procedure by emailing resources@sa.uca.org.au or humanresources@sa.uca.org.au

Current Draft Approved: December 2025

Replaces: April 2024

First Issued: September 2008