

1 ANNUAL LEAVE

1.1 Leave entitlement and accrual

An apprentice is entitled to four weeks annual leave per year.

Annual leave accrues progressively throughout a year of service. Annual leave that is unused within any year of service will accumulate from year to year.

Where an apprentice takes annual leave, payment will be in accordance with the applicable industrial instrument (modern award, enterprise agreement or contract of employment) and based upon the employee's ordinary hours of work.

An apprentice engaged on a permanent part-time basis will accrue and be paid annual leave on a pro-rata basis in accordance with the ordinary hours of work they perform

1.2 Taking annual leave

Annual leave is to be taken at a time mutually agreed between the employer and the apprentice.

Master Builders SA encourages apprentices to utilise annual leave within the year that they accrue it. Accrued proportions of annual leave may be cashed out upon written request from the apprentice. Annual leave may only be cashed out in accordance with the Award, which requires the apprentice to retain an accrued entitlement of at least 4 weeks annual leave.

Master Builders SA and much of the Building and Construction Industry has an annual shut down period at Christmas/New Year. Apprentices are expected to preserve sufficient annual leave to cover this period.

Where Master Builders SA apprentices taking a single day of annual leave, the apprentice must submit a written leave request at least one week prior to the proposed leave via the Master Builders SA App. Where Master Builders SA apprentices are taking a period of leave which is greater than one day, the apprentice must submit a written leave request at least four weeks prior to the commencement of the proposed leave via the Master Builders SA App.

Master Builders SA and the Host Trainer must be approved and sign the annual leave form.

An annual leave request that does not comply with the notice requirements of this policy may still be approved at the discretion of the employer. Such requests will be subject to business requirements at the time, the reason for the leave request and any other relevant circumstances.

Annual Leave must not clash with pre-arranged trade school dates.

Completed and signed weekly timesheets must be submitted for all annual leave periods and must clearly state if the annual leave is to be paid in advance or weekly.

1.3 Payment upon termination

On termination, the employer will make payment for any accrued but untaken annual leave.

2 PERSONAL/CARER'S LEAVE

2.1 Leave entitlement and accrual

An apprentice is entitled to 10 days of personal/carer's leave per year.

Personal/carer's leave accrues throughout a year of service in accordance with the applicable industrial instrument.

An apprentice engaged on a permanent part-time basis will accrue personal leave on a pro-rata basis in accordance with the ordinary hours of work they perform.

2.2 Taking personal/carer's leave

An apprentice may take paid personal/carer's leave if the leave is taken:

(2) because the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or

(b) to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:

(2) a personal illness, or personal injury, affecting the member; or

(ii) an unexpected emergency affecting the member.

A member of the employee's immediate family is a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee or a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

2.3 Evidence and notification requirements

Where an employee wishes to take personal/carer's leave, an apprentice must both:

- Notify your Host Trainer or Trade school by telephone call at the earliest possible time before work is due to commence (text messaging is not appropriate).

and

- Notify your Master Builders SA Field Coordinator or Administration Staff as soon as is practicable that morning (or the night before if applicable).

Failure to notify both parties may result in a warning and inability to claim personal leave. Please inform your Master Builders SA Field Coordinator if you have been unable to contact your Host Trainer.

Group Training Policy and Procedures



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You must notify Master Builders SA and your Host Trainer about any extended personal leave periods upon being notified by your medical practitioner.

Two single, separate days per year are payable as personal/carer's leave without you needing to provide a medical certificate.

However, a medical certificate from an authorised medical practitioner must be provided where personal/carer's leave taken on a day immediately before or after a weekend, public holiday or period of annual leave.

A medical certificate from an authorised medical practitioner must also be provided where you seek to take two or more consecutive days of personal/carer's leave.

The Medical Certificate must clearly state:

- The period that you are unfit to complete your normal duties.
- Medical Centre contact details
- Name, signature and qualifications of treating medical practitioner

The above evidence requirements will also apply for carer's certificates as they are relevant to the person you are caring for.

Failure to comply with the evidence and notification requirements may prevent the apprentice from accessing this entitlement.

3 COMPASSIONATE LEAVE

3.1 Leave entitlement

An apprentice is entitled to two days of paid compassionate leave for each occasion when:

(a) a member of the employee's immediate family or a member of the employee's household:

- (i) contracts or develops a personal illness that poses a serious threat to his or her life; or
- (ii) sustains a personal injury that poses a serious threat to his or her life; or
- (iii) dies; or

(b) a child is stillborn, where the child would have been a member of the apprentice's immediate family, or a member of the apprentice's household, if the child had been born alive; or

(c) the apprentice, or the apprentice's spouse or de facto partner, has a miscarriage.

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3.2 Evidence and notification requirements

We appreciate that the circumstances for taking compassionate leave place a significant personal burden on apprentices. The evidence and notification requirements of the employer intend to take this into consideration whilst ensuring that clear and easy to follow procedures are in place.

The apprentice is required to notify the employer of their intent to use compassionate leave as soon as possible. Where due to the circumstances such notice can not be given prior to your period of leave, then the notice after the leave has started will be suitable.

Where requested, you must provide the employer with reasonable evidence for the reason that you are taking compassionate leave. The employer will consider the circumstances for taking leave in determining whether evidence is required and what evidence will be satisfactory.

Failure to comply with the evidence and notification requirements may prevent the apprentice from accessing this entitlement. The apprentice may be also subject to disciplinary action for a failure to comply with the notice and evidence requirements.

4 LEAVE WITHOUT PAY

Where an apprentice requests leave without pay, it will be approved subject to the employer's discretion.

Leave without pay will not be granted if an alternative paid leave entitlement can otherwise be accessed.

An apprentice that is on leave without pay does not accrue entitlements such as annual leave and personal/carer's leave. An apprentice is also not entitled to payment for public holidays that fall within a period of leave without pay, because the employee does not have ordinary hours of work through this period.

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