

PERSONAL/CARER'S LEAVE POLICY

If for some reason you are sick or injured and can not report to your workplace you are required to inform the company of your absence.

Our policy is to inform your direct supervisor/ site supervisor/ foreman on the day of absence, and you are also required to call the office on 02 9748 1211 so the register can be updated. This means you are required to make 2 phone calls. The call to your supervisor/ foreman is to be made prior to 7.00am and to the office prior to 9.00am.

Please note that SMS/Text messaging and email will not be accepted as notification of your absence.

Remember that a doctor's certificate is required when you are absent from work to enable you to be paid for personal/carer's leave.

This policy will be formally reviewed again May 2025



Ron Ryan

General Manager

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