



Leave Policy

This is a high-level summary for all staff. Full details are set out in the Leave Policy.

Purpose

LSH Group Australia supports employees to take time away from work for rest, health, family, and personal responsibilities in line with Australian law, including the *Fair Work Act 2009* and applicable awards.

Key Principles

- Leave supports your wellbeing and work-life balance.
- Requests must be submitted via the Company system (Workforce).
- Leave should be planned in advance where possible.
- Business needs and employee needs are balanced fairly.

Your Leave Entitlements

Annual Leave

- 4 weeks per year (pro rata for part-time).
- Accrues progressively and carries over.
- May be directed during shutdowns (e.g. Christmas) with notice.
- Can be taken in advance or cashed out (where permitted and approved).

Personal / Carer's Leave

- 10 days per year (pro rata), accrues over time.
- Use when you are sick, injured, or caring for an immediate family/household member.
- If leave is exhausted, 2 days unpaid carer's leave per occasion is available.

Evidence:

You may be asked to provide a medical certificate or statutory declaration.

Compassionate Leave

- 2 days paid leave per occasion.
- Applies to serious illness, injury, or death of an immediate family or household member.

Family & Domestic Violence Leave

- 10 days paid leave per year (available upfront).
- Confidential support is available through HR.

Parental Leave

- Up to 12 months unpaid leave, with the option to request an additional 12 months (if eligible).

Long Service Leave

- Generally available after 10 years of service.
- Entitlements are in line with State legislation.

Community Service Leave

- Includes jury duty and emergency services.
- Jury duty is paid (make-up pay applies for up to 10 days).

Leave Without Pay

- May be approved where other leave is exhausted.
- Approval is at the Company's discretion.

Additional Company Benefits

Volunteer Leave

- Up to 5 days paid leave per year (pro rata) for approved activities.

Purchased Leave

- Option to purchase up to 1 extra week of leave per year (subject to eligibility and approval).

Important Reminders

- Always obtain approval before taking leave.



- Provide supporting documentation where required.
 - Excessive leave balances may be managed in line with applicable awards such as the *Clerks – Private Sector Award 2020* and *Vehicle Repair, Services and Retail Award 2020*.
 - Leave records are managed in accordance with the *Privacy Act 1988*.
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Acknowledgement

I acknowledge that:

- I have read and understood the Leave Policy– One Page Summary;
- I understand this summary does not replace the full **Leave Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that any deviation to this policy may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Leave Policy** which is available on the intranet.