



Policy Name:	Leave Policy
Attention:	All LSH Group Australia Employees
Version:	1.2
Last Reviewed:	1 st February 2026
Effective From:	1 st February 2026
Approved By:	GCEO / Corp Review / MD

Leave Policy

1. Purpose

LSH Auto Australia is committed to supporting employees to balance work and personal responsibilities by providing access to leave entitlements in accordance with legislation, industrial instruments, and Company policy.

2. Scope

This policy applies to all full-time, part-time, and casual employees.

Minimum leave entitlements are provided under the *National Employment Standards (NES)* in the *Fair Work Act 2009*. Where an employment contract, Enterprise Agreement, or applicable award provides more beneficial terms, those will apply.

3. General Principles

- Leave must be requested and approved via the Company's system (Workforce).
- Leave should balance employee wellbeing and operational requirements.
- The Company may direct employees to take leave where permitted under legislation or an applicable award.
- Employees will not be disadvantaged for accessing lawful entitlements.

4. Annual Leave

- Full-time employees are entitled to 4 weeks paid annual leave per year (pro rata for part-time employees) under the *NES*.
- Shiftworkers may be entitled to 5 weeks where applicable under an award or agreement.
- Annual leave accrues progressively and accumulates year to year.

Key provisions:

- Leave should be taken by mutual agreement.
- The Company may direct employees to take annual leave where:
 - The balance is excessive; or
 - During a lawful shutdown (with appropriate notice).
- Employees may request annual leave in advance (by agreement).
- Cashing out annual leave is permitted only where allowed under an award/agreement and must:
 - Be agreed in writing;
 - Leave a minimum balance of 4 weeks;
 - Be paid at the employee's base rate of pay.

5. Shutdown (Closedown) Periods

- The Company may require employees to take annual leave during a shutdown period (e.g. Christmas), with notice in accordance with applicable awards (generally at least 28 days).
- Where insufficient leave is available:



- Employees may take leave without pay or annual leave in advance (by agreement).

6. Personal/Carer's Leave

- Full-time employees are entitled to 10 days paid personal/carers' leave per year (pro rata for part-time employees).
- This leave accrues progressively and accumulates.

Personal/carers' leave may be used for:

- Personal illness or injury;
- Caring for an immediate family or household member;
- Unexpected emergencies.

Evidence requirements:

- Evidence that would satisfy a reasonable person (e.g. medical certificate or statutory declaration) may be required:
 - For absences of 2 or more consecutive days; or
 - Where patterns of absence raise reasonable concerns.
- Management reserves the right to require satisfactory evidence for any absence taken as personal/carers' leave.
- Where an employee is requested to provide evidence and fails to do so within a reasonable timeframe, the absence may not be approved as paid personal/carers' leave and may instead be treated as unpaid leave, unless otherwise required by law.

Employees may access up to 2 days of unpaid carers' leave per permissible occasion in accordance with the National Employment Standards (NES) where they are required to provide care or support to a member of their immediate family or household due to illness, injury or an unexpected emergency.

7. Compassionate (Bereavement) Leave

- Employees are entitled to 2 days paid compassionate leave per permissible occasion under the NES.
- Applies on the death or life-threatening illness/injury of an immediate family or household member.
- Additional leave may be approved at the Company's discretion.

8. Family and Domestic Violence Leave

- All employees (including casuals) are entitled to 10 days paid family and domestic violence leave per year under the NES.
- This leave does not accrue and is available upfront each year.
- All requests will be handled confidentially.

9. Parental Leave

- Eligible employees may access up to 12 months unpaid parental leave, with a right to request an additional 12 months, in line with the NES.
- Further details are outlined in the Company's Parental Leave Policy.

10. Long Service Leave

- Long service leave entitlements apply in accordance with relevant State legislation.
- This is generally 13 weeks after 10 years of service (pro rata after 5 years in Victoria).
- Service is recognised across internal transfers within the Company.

11. Community Service Leave (Jury Duty & Emergency Services)

- Employees are entitled to unpaid leave for voluntary emergency management activities.



- For jury duty, employees will be paid the difference between jury pay and base pay for up to 10 days, in line with the NES.

12. Leave Without Pay

- Leave without pay (LWOP) may be approved at the Company's discretion.
- LWOP may impact leave accruals and continuous service in accordance with legislation.

13. Additional Company Leave Benefits

Volunteer Leave

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

Purchased Leave (Fifth Week)

- Eligible employees may purchase up to 1 additional week of leave annually.
- Purchased leave arrangements must comply with payroll, taxation, and superannuation requirements and be documented in writing.
- Unused purchased leave will be managed in accordance with the agreement (forfeiture provisions must comply with applicable laws and should be carefully applied).

14. Record Keeping & Compliance

- Leave records will be maintained in accordance with the *Fair Work Act 2009* and Fair Work Regulations.
- Personal information will be handled in accordance with the *Privacy Act 1988*.

15. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.

This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs.

