

HEALTH AND WELLBEING LEAVE

Objective

To maintain good health and support the early detection of illness and disease by considering requests from eligible employees to participate in health and/or wellbeing activities with certain conditions.

Scope

All full-time and part-time Local Government employees.

Note: Casual employees are excluded from this policy due to the nature of their employment.

Health and wellbeing leave means leave taken by full-time and part-time Local Government employees of Council in accordance with this policy and leave which is deducted from an employee's accrued sick leave balance.

Policy

Eligibility for Health and Wellbeing Leave

An employee, other than a casual employee, will be eligible for up to two days per calendar year of health and wellbeing leave subject to the following:

- a) the taking of paid leave must not result in the employee having an accumulated sick leave balance of less than three weeks; and
- b) leave is taken for the purpose of health and wellbeing activities; and
- c) has made application for and has prior approval from Council for such leave.

Entitlement to Leave

Leave shall be granted at the discretion of Council and in making their decision Council shall take into consideration factors including but not limited to:

- a) whether the activity is a health and wellbeing activity for the purposes of this Policy
- b) the operational requirement of Council
- c) whether there is likely to be a benefit to Council

Health and Wellbeing Activities

For the purposes of this policy, an activity for approval is at Council's discretion and the list below is simply a guide and is not an exhaustive list of acceptable activities and Council may consider other activities. Council will consider health and wellbeing leave for the purposes of participating in the following activities:

- a) Annual check-ups (e.g. general physical, dental, optical, hearing);
- b) Annual cancer screenings (e.g. skin cancer, bowel, breast, pap smear, prostate);
- c) Mental health (e.g. counsellor, psychologist, psychiatrist);
- d) Physical health (e.g. physiotherapist, chiropractor, podiatrist);
- e) Pre-arranged specialist medical appointments (e.g. scans, test, follow-up, medical appointments);
- f) Pregnancy related medical appointments (e.g. ultrasound, blood work, amniocentesis, glucose tolerance test);
- g) Educational programs (e.g. nutrition);
- h) Activities as otherwise approved by the General Manager including work related health activities and/or team building exercises.

Application for Leave

- In the event that a leave application is made where the employee does not have 3 or more weeks' accrued sick leave, then the application shall be automatically declined.
- Leave shall not be taken by an employee unless prior approval has been given by Council.
- Employees are required to complete a leave form requesting health and wellbeing leave, at least 14 days prior to the requested leave. In the event that an application is made less than 14 days prior to the requested leave, then Council may approve such leave in exceptional circumstances.
- In approving an application, Council will give consideration to positive health and performance benefits to be achieved to both Council and employee. Where an application being made involves physical activity, Council will give consideration to whether it is a work-related health and/or wellbeing activity that promotes team building, networking and engagement with other Local Government employees.
- Retrospective applications for health and wellbeing leave shall not be approved.

Evidence

- An employee will be required to provide proof of attendance in the health and wellbeing activity. Where evidence of the proposed absence can be provided prior to the leave, then it should be attached to the leave application form and subsequent proof of actual attendance must also be provided.
- Where the evidence of participation or attendance is required by Council, then payment shall not be made until such evidence has been provided.

Payment of Health and Wellbeing Leave

- Where health and wellbeing leave has been granted, it shall be paid at the employee's ordinary rate of pay.
- Health and wellbeing leave is paid from accrued sick leave and it shall not be paid out upon termination of employment.

Relevant Legislation

Local Government (State) Award 2023 (NSW)

Associated Documents

Leave application

Responsible Officer:	Executive Leader Transformational Change		
Date Adopted:	24/6/15, 17/2/16 20/3/18, 16/2/21 21/02/23, 20/02/24 18/02/25	Resolution No:	139/15, 18/16 48/18, 15/21 11/23, 6/24 13/25
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