



DEPARTMENT FOR CORRECTIONAL SERVICES

CHIEF EXECUTIVE INSTRUCTION 20-02

This Chief Executive Instruction (CEI) supersedes previous CEI's and email correspondence regarding Sick Leave.

GENERAL distribution to: DCS ALL

RE: SICK LEAVE

Sick leave is granted subject to:

- the employee, as soon as reasonably practical, notifying their Supervisor, or the appropriate delegate, that they are unfit for work due to sickness or injury and the probable duration of their absence; and
- the employee completing an electronic leave request via HR21 or an Application for Leave of Absence Form and forwarding it to the delegate as soon as possible. Failure to do so within two weeks of the absence will result in the absence being deducted as leave without pay – No Form No Pay.

The Chief Executive or delegate may refuse an employee's application for sick leave if they are satisfied that the employee was or is not in fact unfit for work due to sickness or injury for the period for which the leave has been claimed. In these circumstances other arrangements will need to be made to account for the period of absence.

*It should be noted that employees have an obligation to complete an Application for Leave of Absence Form for all **paid and unpaid** absences from the workplace and that the 'No Form No Pay' procedure does not negate this requirement.*

Notification of Absence from Work

Employees must make every attempt to advise their manager (or delegate in accordance with local documented arrangements) by telephone prior to their recognised starting time or, in any other event, by 9.00am on any day they will be absent from work due to illness, injury or carer's leave. Leaving a message or email is only acceptable if this arrangement has been **agreed in writing** by the manager prior to the leave being taken. Unless a local arrangement has been documented, notification to anyone other than the manager is not acceptable.

Employees employed in a **prison and classified within the Correctional Officer stream (CO classification) must advise their supervisor or manager (or delegate in accordance with local documented arrangements) prior to their shift commencing in accordance with local procedures.** Unless a local arrangement has been documented, notification to anyone other than the supervisor or manager is not acceptable.

If the nature or sudden onset of sickness or injury makes it impractical for the employee, or a family member, to telephone before the recognised starting time on the day they will be absent, their manager/supervisor must be notified as soon as practical. Where the employee has not contacted the relevant delegate within the requested timeframe, the manager must make a reasonable effort to contact the employee (e.g. telephone next of kin, visit the employee's place of residence etc).

If all reasonable attempts to contact the employee have been unsuccessful, the employee's manager must contact the Director, Workforce Management for advice.

Acceptable Health Professions for 'Other Approved Certificate' for Absences due to Illness or Injury not exceeding 5 working days.

Commissioner's Determination 3.1: Employment Conditions – Leave, states that employees may provide a "medical certificate" or "other approved certificate" for absences due to illness or injury of no more than 5 working days.

The Chief Executive may determine acceptable health professions listed within the *Health Practitioner Regulation National Law (South Australia) Act 2010* to practice in the following health professions will be accepted as "other approved certificate" for absence due to illness or injury not exceeding 5 working days:

- Medical Practitioner
- Dentist
- Chiropractor
- Psychologist
- Optometrist
- Podiatrist
- Physiotherapist
- Nurse or Midwife

For absences exceeding 5 working days, a medical certificate signed by a registered medical practitioner must be provided.

Further advice may be sought from Workforce Management, People and Business Services.



DAVID BROWN

Chief Executive

Approved: 20 / 02 / 2020