



WELLBEING LEAVE

Below is our offering which incorporates statutory paid sick leave requirements with enhancements including the reference to 'wellbeing leave'. As part of any policy change, we advise you to engage your Human Resources team and/or seek independent legal advice.

EXAMPLE INTERNAL COMMUNICATION

This is not a legislative change, but one we have decided to implement as part of our ongoing commitment to wellbeing for all staff.

- Wellbeing leave of up to 10 days per annum may be taken if you are sick or injured, if your spouse or partner is sick or injured, or if a dependant for whom you provide care is sick or injured.
- You may also take wellbeing leave if you believe the leave would be beneficial to your personal wellbeing or mental health.
- Wellbeing leave is inclusive of the statutory paid sick leave as provided in the Holidays Act 2003.

EXAMPLE POLICY WORDING

Upon commencement of employment, The Employee shall be entitled to 10 working days of paid wellbeing leave per annum.

Wellbeing leave is inclusive of the statutory paid sick leave as provided in the Holidays Act 2003.

For the purposes of calculating wellbeing leave payments, it is agreed that the rate of pay for these days as provided in the Holidays Act 2003. This will be paid to the Employee in the pay that relates to the period during which the wellbeing leave is taken.

If the Employee has wellbeing leave available the Employee can take it if the Employee is sick or injured, if their spouse is sick or injured, or if a dependant for whom the Employee provides care is sick or injured. The Employee may also take wellbeing leave if they believe the leave would be beneficial to their personal wellbeing or mental health.

The Employee must notify the Manager of their absence, and the expected duration of the absence, as early as possible before they are due to start work, on the first day of absence.

The Organisation may require the Employee to provide the Manager with proof of illness or injury (including a medical certificate) to support any wellbeing leave absence in accordance with the sick leave provisions of the Holidays Act 2003 and its amendments.

If the Organisation requires a medical certificate, this certificate must state that:

- the Employee has been examined by a doctor and the Employee is, in the doctor's opinion, not fit to attend work; or
- the dependant person has been examined by a doctor and the dependant person, in the doctor's opinion, requires home care because of sickness or injury.

No payment shall be made for accumulated, unused wellbeing leave upon termination of employment.

To provide a safe and healthy workplace, the Organisation may require the Employee to undergo a medical examination by a medical practitioner chosen by the Organisation, at the Organisation's expense. The purpose of the examination will be to ascertain whether the Employee is capable of working in their position or able to carry out certain duties or work in a certain environment without posing a health and safety risk to the Employee and / or any other person. The Employee agrees to undergo such medical examination on request and authorises the medical practitioner to provide information on the results of such examination directly to the Organisation.