Commissioner's Information Sheet

This information only applies to employees in designations covered by the following enterprise agreements:

- **Northern Territory Public Sector 2021 – 2025 Enterprise Agreement** - Administrative Officers, Professionals, Technicals, Physicals, Senior Correctional Officers

- **2021 – 2025 Jacana Energy Enterprise Agreement**

Information about Compassionate Leave provisions for employees who are covered by other current enterprise agreements can be found on the OCPE website:

https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/current-enterprise-agreements

Compassionate leave

Contents

Compassionate Leave

Compassionate leave is available to employees in the event of the death, or life threatening illness or injury, of a family member.

This information sheet is designed to provide clarification in the interpretation and application of enterprise agreement provisions relating to compassionate leave.

How much leave is available?

You can take **up to 5 days** of compassionate leave for each occasion when a member of your immediate family or household:

- Contracts or develops a personal illness that poses a serious threat to their life

- Sustains a personal injury that poses a serious threat to their life

- Dies.

You may take **up to 3 days** of compassionate leave for each occasion of the death of a member of the your extended family.

You can take leave in a single block or in broken periods of at least 1 day. Your CEO may agree to other arrangement upon request.

Who is an immediate family member?

In relation to an employee: your spouse, de facto partner, child, parent, grandparent, grandchild or sibling are defined as an immediate family member.

In relation to an employee's spouse or de facto partner: your spouse / de facto partner's child, parent, grandparent, grandchild or sibling are also defined as an employee's immediate family members.

Who is an extended family member?

- Your child's spouse (e.g. daughter-in-law)
- Your siblings spouse (e.g. sister-in-law)
- Your aunt, uncle, niece, nephew or first cousin.

Leave for a stillborn child

You can take **up to 5 days** of compassionate leave for each occasion when a child is stillborn, where the child would have been a member of your employee's immediate family, or a member of your household, if the child had been born alive.

Leave for miscarriage

You may take **up to 3 days** of compassionate leave if you or your partner experiences a miscarriage.

You will be required to provide a medical certificate from a medical practitioner stating that your or your partner's pregnancy has ended in support of your application.

Is compassionate leave paid?

Your compassionate leave is paid leave, unless you are a casual employee, in which case your leave will be unpaid.

How much notice an employee should give?

You must provide notice as soon as practicable and must advise of the period, or expected period, of the compassionate leave.

Evidence requirements

You may be required to produce documentary evidence of the need for compassionate leave if your leave is not related to a miscarriage (refer 6. Leave for miscarriage).

Other provisions

CEO's may approve an additional period of unpaid compassionate leave on request

Relevant Legislation

- Northern Territory Public Sector 2021 – 2025 Enterprise Agreement [AE15498]: clause 80 Compassionate Leave

- 2021 – 2025 Jacana Energy Enterprise Agreement [AE516636]: clause 58 Compassionate Leave

Further information

Contact Workforce Services, Department of Corporate and Digital Development for queries in relation to terms and conditions of employment:

Phone: 8999 1741
Email: workforceservices@nt.gov.au
Visit: HR Services Portal