

6. COMPASSIONATE LEAVE

6.1 In the event of the death of, or an illness or injury posing a serious threat to the life of an employee's immediate family or household member:

- (a) an employee, other than a casual employee, is entitled to three (3) days of paid compassionate leave. Such leave may be taken as a block of three (3) days for each occasion, in broken periods of at least one (1) day, or as agreed between the employee and the CEO.
- (b) a casual employee is entitled to two (2) days of unpaid compassionate leave for each occasion. Such leave may be taken as a block of two (2) days for each occasion, in broken periods of at least one (1) day or as agreed between the employee and the CEO.

6.2 Notice requirements

- (a) An employee must provide the CEO with notice of the taking of leave under this by-law as soon as practicable (which may be a time after the leave has started), and must advise of the period, or expected period, of the leave.

6.3 Documentation requirements

The CEO may require an employee to produce documentary evidence of the need for compassionate leave.

6.4 In addition to the paid entitlement under by-law 6.1, the CEO may grant a period of unpaid compassionate leave once the entitlement to paid leave is exhausted.