

Leave Policy

Insitutek prioritises people over work and trusts everyone in the company to get the work done.

Policy details

1. Amount of Leave:
At minimum we have to offer you 4 weeks annual leave and up to 2 weeks sick or carer's leave, and if you're on a 6-month contract, this allowance is prorated.
2. Annual Leave:
Legally you have at least 4 weeks of annual leave (per year of full-time employment)
3. Personal and Carers Leave:
People get sick or sometimes we get called to care for our close ones. If you're sick, stay home and if you can, let the company know if anything needs to get covered. If you can't and there's something urgent, try to get someone to communicate with us.
4. Compassionate and Bereavement Leave:
 - a. Everyone at Insitutek is entitled to Compassionate and Bereavement Leave. Compassionate leave can be taken when a member of an employee's immediate family or household dies or suffers a life-threatening illness or injury.
 - b. The government defines immediate family is an employee's: spouse, former spouse, de facto partner or former partner, child, parent, grandparent, grandchild, sibling, or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner. This includes step-relations (eg. stepparents and stepchildren) as well as adoptive relations.
 - c. We know family is sometimes the people you choose in life, not those you were born into. We'll support you to take leave for the important people (and pets) in your life that might fall outside these categories too.
5. Maternity and Paternity Leave:
 - a. New parents receive 18 weeks of parental leave pay at the national minimum wage. This is fully funded by the Australian Government under Parental Leave Pay. We'll make sure you are covered.
 - b. Eligible working partners – including same sex and adopting parents – are able to receive two weeks of government funded pay, through Dad and Partner Pay, after having a baby or adopting a child. Parental leave refers to: maternity leave, paternity leave, adoption leave
 - c. To stay connected, you can take your Insitutek provided devices with you, and we'll do our best to guarantee for you to come back to a role you want.
6. Giving Back to Our Communities:
We encourage and support you to volunteer time back to a community cause you care about, with up to one hour paid volunteer leave a fortnight. This can include doing work for a community organisation you care about, participating in

social activism activities or contributing to a for-purpose project in a non-formal sense.

7. Public Holidays:

If a public holiday that you don't (or don't want to) celebrate happens during your time with us, you can choose to treat that day like any other and take a day of your choosing off instead.

8. Additional Paid Leave Allowances:

In addition to existing annual leave entitlements, we offer up to 10 additional days of paid leave for staff members due to experiences of violence at work or in their personal lives. This includes, but is not limited to, domestic and family violence.

Contact

If you have any questions regarding this document, please contact Belle via email at isabella.panganiban@insitutek.com. We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

Review

This policy was last updated and reviewed on 15 November 2021

This policy was adopted by Insitutek Pty Ltd in August 2020