

Sick and Carer's Leave

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA) and specifically Clause 71. Members who have any questions or concerns relating to sick and carer's leave are encouraged to contact their Staff Association delegate or organiser for assistance.

1) Have rights to sick and carer's leave recently changed?

Yes. From 1 January 2018 paid sick and carer's leave for all CSIRO staff accrues at 1.25 days per month, and is no longer provided as an upfront credit of 15 days per calendar year (clauses 71.1c and 71.1e).

2) Why did this change occur?

CSIRO Human Resources (HR) lodged a claim in our last enterprise bargaining process to change to a monthly accrual system. Staff Association negotiators opposed this claim in negotiations, based on the disadvantage it could cause some staff, particularly new starters. However, following member feedback and additional leave provisions that were agreed for new starters, this clause was ultimately agreed and incorporated in the EA.

3) What additional leave do new starters receive?

On appointment, CSIRO staff receive a credit of two days paid sick and carer's leave. This is in addition to the monthly accrual of 1.25 days. This leave was proposed by the Staff Association during EA negotiations to reduce potential hardship for new staff who may require sick and carer's leave in the first few weeks of employment (clause 71.1b).

4) What if I'm sick or have caring responsibilities at the moment without sufficient paid sick and carer's leave?

Some CSIRO staff could suffer hardship this month because of the transition from an upfront to monthly accrual system of paid sick and carer's leave. If you currently have insufficient paid sick and carer's leave to cover an immediate need, please contact your Staff Association delegate, organiser or email csstaff@cpsu.org.au. We will represent your circumstance to HR to limit you having to use other forms of leave, including unpaid sick leave.

5) What am I entitled to use sick leave for?

CSIRO staff can use sick leave for personal illness or injury or unforeseen personal emergencies (clause 71.1a).

6) How does part-time hours of work affect the accrual of paid sick and carer's leave?

Staff working part-time hours accrue sick and carer's leave on a pro-rata basis (clause 71.1c).

7) Do I need to provide medical evidence to access paid sick and carer's leave?

Without a medical certificate, up to five days of sick leave and up to 5 days of carers leave is able to be accessed per calendar year. However, for either sick or carer's leave, no more than three consecutive days may be taken without a medical certificate. In all circumstances, if the provision of a medical certificate is not reasonably practicable, a statutory declaration is able to be provided (clause 71.4).

8) What is unpaid sick leave?

Unpaid sick leave can be accessed when paid sick and carer's leave credits are exhausted. Satisfactory medical evidence needs to be provided (clause 71.1h).

9) What is paid carer's leave?

CSIRO staff can use their available sick and carer's leave credits to provide care or support to a member of their immediate family or household as a result of illness, injury or unexpected emergency (clause 71.2a).

10) What is unpaid carer's leave?

Unpaid carer's leave can be accessed when paid sick and carer's leave credits are exhausted. An entitlement of two days of unpaid carer's leave is granted on each occasion of illness, injury or emergency. There is no limit on the number of occasions the entitlement can be accessed (clause 71.3).

This resource was produced by the CSIRO Staff Association and paid for by union members. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.cpsu-csiro.org.au

KNOW YOUR RIGHTS

Important points

- From 1 January 2018 sick and carer's leave for all CSIRO staff accrues at 1.25 days per month.
- On appointment, CSIRO staff receive a credit of two days paid sick and carer's leave, in addition to the monthly accrual of 1.25 days.
- CSIRO staff can use sick leave for personal illness or injury or unforeseen personal emergencies.
- Staff working part-time hours accrue sick and carer's leave on a pro-rata basis.
- Without a medical certificate, up to five days of sick leave and up to five days carer's leave can be accessed per calendar year. However, no more than three consecutive days can be taken without a medical certificate
- CSIRO staff can use available sick and carer's leave credits to provide care to a member of their immediate family or household as a result of illness, injury or unexpected emergency.



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