

3.31 Health and Wellbeing

POLICY TITLE: HEALTH AND WELLBEING

FILE REF: SC67

EXPIRY DATE: AUGUST 2027

1. OBJECTIVE

- a) This purpose of this Policy is to provide a framework for dealing with health and wellbeing leave as set out in the *Local Government (State) Award 2023* (the "Award").
- b) Lockhart Shire Council ("Council") provides health and wellbeing leave in accordance with the Award and this Policy, as varied from time to time.

2. COMMENCEMENT OF POLICY

This Policy will commence on the day the Policy was first adopted by Council (16 September 2019).

3. APPLICATION OF THIS POLICY

This Policy applies to eligible employees of Council, excluding casuals. It does not form part of any employee's contract of employment.

4. DEFINITIONS

- a) "Accrued sick leave" means a balance of the employee's untaken sick leave.
- b) "Eligible employee" means an employee who is entitled to request leave in accordance with clause 5 of this Policy.
- c) "Health and wellbeing leave" means leave taken by an employee in accordance with this policy and leave which is deducted from an employee's accrued sick leave balance.
- d) "Ordinary rate of pay" means ordinary pay as defined in clause 4(viii) of the Award.

5. ELIGIBILITY FOR HEALTH AND WELLBEING LEAVE

An employee, other than a casual employee, will be eligible for up to two (2) days per calendar year of health and wellbeing leave if:

- a) The taking of health and wellbeing leave will not leave the employee with an accumulated sick leave balance of less than two (2) weeks; and
- b) Takes leave for the purpose of health and wellbeing activities; and
- c) Has applied for and has prior approval from Council for such leave.

6. ENTITLEMENT TO LEAVE

Leave shall be granted at the discretion of Council and in making their decision Council shall take into consideration factors including but not limited to:

- a) Whether the activity is a health and wellbeing activity for the purposes of this Policy
- b) The operational requirements of Council
- c) Whether there is likely to be a benefit to Council.

7. HEALTH AND WELLBEING ACTIVITIES

For the purpose of this policy, an activity for approval is at Council's discretion and the list below is simply a guide and is not an exhaustive list of acceptable activities and Council may consider other activities. Council will consider health and wellbeing leave for the purposes of participating in the following activities:

- a) Work related health activities and/or team building exercises
- b) Annual check-ups (e.g. general physical, dental, optical, hearing)
- c) Annual cancer screenings (e.g. skin cancer, bowel, breast, pap smear, prostate)

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- d) Mental health (e.g. counsellor, psychologist, psychiatrist)
- e) Physical health (e.g. physiotherapist, chiropractor, podiatrist)
- f) Pre-arranged specialist medical appointments (e.g. scans, tests, follow-up medical appointments)
- g) Pregnancy related medical appointments (e.g. ultrasound, blood work, amniocentesis, glucose tolerance test)
- h) Educational programs (e.g. nutrition)
- i) Other preventative health and wellbeing activities as otherwise approved by the General Manager that are generally consistent with the above activities.

8. APPLICATION FOR LEAVE

- a) Employees can only make a request for health and wellbeing leave where the granting of the request will not leave the employee with less than two (2) weeks accrued sick leave. In the event that a leave application is made where the employee would be left with less than two (2) weeks accrued sick leave, then the application shall be automatically declined.
- b) Employees are required to complete a leave form requesting health and wellbeing leave, at least seven (7) days prior to the requested leave. If an application is made less than seven (7) days prior to the requested leave, then Council may approve such leave in exceptional circumstances.
- c) Leave shall not be taken by an employee unless prior approval has been given by Council.
- d) In approving an application, Council will consider positive health and performance benefits to be achieved to both council and employee. Where an application being made involves physical activity, Council will give consideration to whether it is a work-related health and/or wellbeing activity that promotes team building, networking and engagement with other Local Government employees.
- e) Retrospective applications for health and wellbeing leave shall not be approved.

9. EVIDENCE

- a) An employee may be required to provide proof of attendance in the health and wellbeing activity. Where this evidence can be provided prior to the leave, then it should be attached to the leave application form.
- b) Where the evidence of participation or attendance is required by Council, then payment shall not be made until such evidence has been provided.

10. PAYMENT OF HEALTH AND WELLBEING LEAVE

- a) Where health and wellbeing leave has been granted, it shall be paid at the employee's ordinary rate of pay.
- b) Health and wellbeing leave is paid from accrued sick leave and it shall not be paid out upon termination of employment.

11. FORMS

The forms referred to in this Policy can be obtained from the Human Resources Co-ordinator.

12. HELPFUL LINKS

Schedule 1 Links to assist council implement health and wellbeing programs at the workplace.

Schedule 1 – Helpful Links

TOPIC	ORGANISATION	LINK
Health and Wellbeing programs	Healthways Australia NSW Government	https://getthehealthyatwork.com.au/ www.health.nsw.gov.au/healthyworkers
General	NSW Government Healthways Australia Heart Foundation National Wellness Institute of Australia Stroke Foundation	www.health.nsw.gov.au/healthyworkers www.gethealthynsw.com.au/workplaces www.heartfoundation.org.au www.nwia.idwellness.org/ www.strokefoundation.com.au

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TOPIC	ORGANISATION	LINK
	Asthma Australia	www.asthmaaustralia.org.au
Smoking	Quitline Cancer Council	www.13quit.org.au www.cancerCouncil.com.au
Drugs and Alcohol	Beyond Blue	www.beyondblue.org.au/
Mental Health	Beyond Blue Black Dog Institute	www.beyondblue.org.au www.blackdoginstitute.org.au
Healthy Eating	Australian Government Department of Health Live Life Well	www.healthyactive.gov.au www.livelifewell.nsw.gov.au
Success Stories	Healthways Australia	www.gethealthynsw.com.au/success-stories

*Adopted by Council 19 August 2024
Refer minute 142/24*

*Adopted by Council 18 November 2019
Refer minute 340/19*