



Leave Management Policy

**POLICY
NO.**

HRM 1017

1. Purpose

This policy establishes a single, comprehensive framework for managing leave, excluding parental leave and domestic and family violence leave at Cloncurry Shire Council (Council). It explains employee entitlements, evidence requirements, approval processes, and payroll treatment for all leave types administered by Council. The policy supports fair and consistent decision making, maintains service delivery, and ensures compliance with the *Industrial Relations Act 2016 (Qld)* (IR Act), the Local Government Act 2009 and Regulation 2012, the applicable Awards, and the Cloncurry Shire Council Certified Agreement 2024 (CA). Where any inconsistency arises, the IR Act and CA will prevail.

2. Scope

This policy applies to all Council employees, including permanent, fixed-term, part-time, and casual staff. It provides a consolidated framework for managing leave entitlements but does not override the terms of any applicable Award, Certified Agreement, legislation, or individual employment contract.

This policy is to be read in conjunction with the *Industrial Relations Act 2016 (Qld)*, the Council's Certified Agreement 2024, and other applicable instruments. The policy does not form part of any contract of employment.

3. Definitions

- Immediate Family or Household means:
 - a. Employees spouse including former spouse or de facto partner.
 - b. A child, stepchild, adopted or foster child, parent, grandparent, grandchild and sibling of the employee or employee's spouse.
 - c. Any person who lives permanently in the employee's household.
- Casual Absence Leave means a non-entitlement leave type used only to record and track an absence of a rostered casual employee for operational planning, rostering, and reporting purposes. This is an unpaid leave type.
- Unpaid Sick Leave (LWOP -Unpaid Sick Leave) means an approved period of unpaid leave granted where an employee is absent due to personal illness or injury and has insufficient accrued paid personal leave available. This leave is unpaid and is subject to the provision of appropriate medical evidence where required.
- Discretionary Entitlement (LWOP reason) means an unpaid leave approved by Council where an employee has no accrued leave available, but where the Council considers the reason for the absence valid and deserving of support (e.g., personal circumstances not covered by other leave types). Approval on Leave Without Pay (LWOP) under a discretionary entitlement reason rests with the relevant Manager or Director and is subject to operational requirements.
- Absent Without Leave (AWOL) means any period of absence where an employee fails to attend work without prior approval, without notifying their Manager or Director, or without providing

a reasonable explanation for the absence. AWOL is considered an unauthorised absence, will not be paid, and may result in disciplinary action under Council's Code of Conduct.

- TOIL (Time Off in Lieu) means time taken of paid overtime, accrued and taken in accordance with the Certified Agreement and Award.
- Excessive annual leave means accrued annual leave in excess of 10 weeks.
- Ordinary pay means the employee's base rate of pay as prescribed by the relevant industrial instrument, excluding penalties and allowances unless stated otherwise.

4. Applying for Leave (Excluding Parental Leave, Domestic and Family Violence Leave)

Employees must lodge leave applications in Council's payroll system (Definitiv) prior to the leave commencing, with required notice and supporting evidence for the leave type lodged. Approved leave will automatically reflect in timesheet processing and will be included in the fortnightly pay run. Managers and Directors are responsible for timely assessment, considering service delivery and staffing levels, and ensuring adequate coverage.

Managers and Directors, as approvers, have the right to reject a leave request where:

- a. The application has been incorrectly lodged,
- b. Required evidence has not been provided, or
- c. The request is submitted after the leave has already been taken without proper notice.

It is the employee's responsibility to lodge their own leave request. In urgent or unforeseen circumstances, employees must notify their Manager or Director as soon as reasonably practicable and submit the application retrospectively, with evidence where required.

Where an employee does not have sufficient leave accruals but notifies their Manager or Director of their absence and obtain approval, the absence may be recorded under Leave Without Pay (LWOP). Within the payroll system, depending on the circumstances, the LWOP can be classified into sub-fields such as *Unpaid Sick Leave*, *Recreational LWOP* or *Discretionary Entitlement*.

If an employee fails to notify Council of their absence, does not provide a reasonable explanation, or does not submit a leave application as required, the absence will be recorded as Absent Without Leave (AWOL).

5. Annual Leave

5.1. General Entitlement

Casual employees and school-based trainees have no entitlement to annual leave.

For each completed year of service, an employee subject to their hours and employment status, is entitled to accrue 5 weeks paid leave with additional 17.5% annual leave loading. Leave loading is payable at employee's ordinary wage rate when accessing paid annual leave, unless otherwise agreed.

In calculating whether an employee has completed a year of service, Council will not take the following periods of time into account:

- A period of more than 3 months when the employee is absent without pay with Council's approval; and
- A period when an employee is absent without pay without Council approval, unless the employee is absent for not more than 3 months because of illness or injury that is certified by a medical practitioner

Annual leave accumulates from year to year unless an industrial instrument provides otherwise.

5.2. Application and Approval

Unless on exceptional circumstance, an employee is required to submit their application for annual leave at least (2) weeks before the proposed leave. In determining whether the leave is to be approved, Council will consider:

- Workloads during the period;
- Number of other employees accessing leave at the time;
- Whether the leave is to be paid or unpaid leave.

Unpaid leave is strictly at Council discretion and will only be approved where all other accrued leave types have been diminished.

Council may prescribe a Christmas/New Year closedown of up to two weeks with at least 90 days' notice. Employees with sufficient leave balance will take accrued annual leave, TOIL or RDOs during this period, while employees with insufficient accruals may take LWOP. Council will identify skeleton staffing as required.

Annual leave is exclusive of any public holiday that falls during the period leave, except where the employee is entitled to additional annual leave as compensation for working on a particular public holiday.

5.3. Excessive Leave

Where an employee has accrued more than (10) weeks of paid leave balance, Council and the employee will seek agreement to reduce the balance. If agreement cannot be reached, Council may direct the employee to take the leave to a minimum leave balance of (10) weeks. The direction to take the annual leave will be provided in writing.

5.4. Cashing Out Annual Leave

Where an employee has accrued an excessive annual leave balance, they may apply to cash out a portion of their entitlement in line with the Certified Agreement. A written agreement will be required, and Council will ensure that a minimum leave balance is retained.

Employees may not ordinarily cash out more than three (3) weeks in any twelve (12) month period, unless Council approves otherwise in exceptional circumstances.

Cashing out will not be approved while an employee is acting in a higher duties position and receiving the higher duties rate of pay.

6. Personal Leave (Sick and Carer's)

6.1. General Entitlement

Employees other than casuals or school-based trainees are entitled to a minimum of 15 days on full pay for each completed year of employment. Part-time employees are entitled to accrued personal leave on a pro-rata basis.

6.2. Appropriate Use of Personal Leave

Personal leave is intended to cover situations where an employee is:

- Genuinely unfit for work due to personal illness or injury; or
- Required to provide care and support to an immediate family or household member who is ill, injured, or affected by an unexpected emergency.
- Personal leave may be accessed to attend medical, specialist, diagnostic or follow-up appointments related to an employee's illness or injury.
- Where services are not reasonably available in Cloncurry, personal leave may include reasonable travel time, provided the absence is necessary, proportionate to the appointment, and approved by the Manager or Director, except in urgent circumstances. Supporting evidence will be required, except where it is not reasonably practicable to obtain this at the time due to those circumstances.
- Personal leave does not extend to travel or time beyond what is reasonably required to attend the appointment.
- Where extended travel is required (e.g. interstate or multi-day travel), alternative leave arrangement (such as annual leave or leave without pay) may be required for any portion of the absence that exceeds what is considered reasonable for the appointment.

Personal leave is not to be used as an alternative to other forms of leave (such as annual leave or RDOs), nor for reasons unrelated to illness, injury, or caring responsibilities.

6.3. Exhaustion of Personal Leave

Where an employee's personal leave balance is exhausted, any further absence due to illness, injury or caring responsibilities will, by default, be recorded as Leave Without Pay (unpaid sick leave).

At Council's discretion, employees may be permitted to access alternative accrued leave types, such as annual leave or RDO to cover the period of absence. Such approval will depend on the operational needs of the work area and the employee's individual circumstances.

6.4. Notice and Evidence Requirements

Employees must notify their Manager or Director as soon as practicable if they are unable to attend work due to illness, injury, or caring responsibilities. Notification should be given no later than the employee's normal start time where possible.

Acceptable forms of notification include telephone call, text message, or email. If the Manager or Director is unavailable, a message must be left covering:

- The reason for the absence,
- The expected length of the absence,

- The type of leave being applied for (e.g., sick or carer's leave), and
- Any other relevant information, such as how the employee may be contacted.

Where the absence extends beyond two (2) consecutive days, the employee will be required to provide satisfactory evidence to support the personal leave request. Evidence may include:

- a medical certificate from a registered health practitioner; or
- a statutory declaration, where appropriate.

Failure to provide reasonable evidence when requested will result in the absence being treated as unauthorized and may lead to disciplinary action.

6.5. Pattern of Concern

Council monitors attendance patterns to ensure leave is being used appropriately. A pattern of concern may be identified where an employee has:

- Five (5) or more single-day absences within a rolling 12-week period; or
- Ten (10) or more single-day absences within a six-month period.

Where such patterns occur, the employee may be required to a meeting with their Manager and Human Resources to discuss underlying issues. Council may also require the employee to provide a medical certificate for each absence over a monitoring period. Repeated unsatisfactory attendance may lead to formal disciplinary action.

6.6. Use of Carer's Leave

Employees may access personal leave for caring purposes when providing support to an immediate family or household member who:

- is ill or injured and requires the employee's care, or
- is affected by an unexpected emergency.

6.7. Payment and Accrual

Personal leave is paid at the employee's ordinary rate of pay for all ordinary hours of work in the period. This does include payment for allowances, loading, or penalties unless otherwise specified.

Accrued personal leave accumulates from year to year and is not paid out on termination, except where required by legislation or an industrial instrument.

6.8. Portability of Personal Leave

The applicable relevant Award may provide employees with an entitlement to preserve or transfer their accrued personal leave at another Local Government employer, in certain conditions.

7. Bereavement and Compassionate Leave

7.1. General Entitlements

Employees (other than casuals) are entitled to two (2) days paid bereavement leave on each occasion when:

- a member of the employee's immediate family or household dies; or

- the employee, or the employee's spouse, is pregnant and the pregnancy ends other than by the birth of a living child.

Casual employees are entitled to two (2) days unpaid bereavement leave on the same occasions. Employees (other than casuals) are also entitled to two (2) days paid compassionate leave on each occasion when a member of the employee's immediate family of house:

- contracts or develops a personal illness or injury that poses a serious threat to their life; or
- sustains a personal injury that poses a serious threat to their life.

Casual employees are entitled to two (2) days unpaid compassionate leave in the same circumstance.

Further unpaid bereavement or compassionate leave may be granted at Council's discretion.

7.2. Immediate Family and Household Members

For the purpose of this clause, "immediate family or household" includes:

- a) The employee's spouse, including a former spouse, de facto partner or former de facto partner (including a spouse of the same sex as the employee).
- b) A child, ex-nuptial child, stepchild. Adopted child, foster child, ex foster of the employee or employee's spouse.
- c) Parent, grandparent, grandchild, sister or brother of the employee's spouse (including in-law relationships).
- d) Step-parent, stepbrother, stepsister of the employee.
- e) Big uncle, big aunt (in the case of indigenous employees), and any other person who permanently resides in the employee's household.

7.3. Grant in Other Circumstances

Council recognises that the above list may not cover all cultural groups represented within the workforce. Management may grant request for bereavement leave in circumstances where the deceased person occupied the same prominence in the employee's life as a family member identified above.

Where an employee is obliged by cultural custom or religion to show respect for a deceased person by participating in ceremony, bereavement leave will be granted in accordance with the IR Act.

7.4. Notice and Evidence Requirement

To access bereavement or compassionate leave, employees must notify their Manager or Director as soon as practicable of their absence. Evidence may include:

- a copy of the death or funeral notice;
- medical certificate or statement confirming the serious illness or injury of family/household member; or
- other documentation Council considers reasonable.

7.5. Payment

Bereavement or compassionate leave for employees (other than casuals) will be paid at the employee's ordinary rate of pay for all ordinary hours of work in the period. This does not include payment for allowances, loadings, or penalties unless specified in the employee-specific arrangements.

Payment will be processed as part of the employee's usual fortnightly pay cycle, provided the notice and evidence requirements have been met.

8. Cultural Leave

8.1. General Entitlement

Cultural leave is available to employees who are required by Aboriginal or Torres Strait Islander tradition or custom to attend ceremonial or cultural obligations.

Eligible employees may access up to five (5) days of unpaid cultural leave per calendar year, subject to operational requirements and with the agreement of Council.

Requests for cultural leave should not be unreasonably refused.

8.2. Considerations for Approval

When assessing requests for cultural leave, Council will take into account:

- a) the ability to reorganise work to accommodate the absence;
- b) the impact of the absence on service delivery and operational requirements;
- c) the individual circumstances of the employee; and
- d) the impact of refusal on the employee, including their ability to meet cultural and family responsibilities.

8.3. Employee Responsibilities

The employee must, where practicable, provide their Manager or Director with:

- a) reasonable notice of their intention to take cultural leave;
- b) the reason for the leave; and
- c) the expected duration of absence.

If advance notice is not practicable, employees must provide this information to Council at the earliest possible opportunity.

8.4. Council Commitment

Council recognises cultural leave as an important welfare measure that supports employees in fulfilling their cultural responsibilities and obligations. Council will work with employees to accommodate requests wherever reasonably possible, consistent with operational needs.

9. Long Service Leave

9.1. General Entitlement

Long Service Leave is an entitlement under the *Industrial Relations Act 2016 (Qld)* and the Queensland Local Government Industry Award.

- Employees who complete 10 years of continuous service with Council are entitled to long service leave.
- Division 2 – Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services) employees who complete 10 years' continuous service are entitled to long service leave at the rate of 1.3 weeks for each year of service, with a pro-rata amount for incomplete years.
- All other employees who complete 10 years' continuous service are entitled to 8.6667 weeks of long service leave, with a further 8.6667 weeks for each subsequent 5 years of service.
- Entitlements accrue progressively and are portable between Queensland local government employers in accordance with the Local Government Regulation 2012.

9.2. Accessing Long Service Leave

- Long service leave is to be taken for a period agreed between the employee and Council, generally in blocks of at least two weeks.
- Employees must submit requests for long service leave to their Director or Manager at least one month prior to the proposed commencement date.
- Council may consider operational requirements such as:
 - a) Workloads and service delivery impacts;
 - b) Number of other employees on leave at the same time;

Where Council and the employee cannot agree on timing, Council may direct the employee to take accrued long service leave by providing at least three months' written notice. Council may also require an employee to take leave where excessive accruals exist.

9.3. Payment for Long Service Leave

- Long service leave is paid at the employee's ordinary rate of pay for their normal hours of work at the time the leave is taken.
- Public holidays falling during a period of long service leave will not be counted as part of the leave.

9.4. Payment on Termination of Employment

Employees who have completed at least seven (7) years of continuous service are entitled to a pro-rata payment of their accrued long service leave on termination of employment, provided the termination is:

- due to the employee's death;
- due to illness, incapacity, domestic or pressing necessity;
- due to termination by the employer for any reason other than the employee's conduct, capacity, or performance; and
- due to unfair dismissal.

9.5. Portability of Long Service Leave

In accordance with the Local Government Regulation 2012, employees may transfer their accrued long service leave entitlements to or from another Queensland local government employer under certain conditions as:

- The employee moving from one Queensland local government to another, without a break in service longer than three (3) months.
- Provision of the relevant service records to confirm continuity.

10. Time Off in Lieu (TOIL) and Rostered Days Off (RDOs)

10.1. General Entitlement

Employee may with prior approval, elect to take Time Off in Lieu (TOIL) in recognition of authorised overtime worked. TOIL provides time away from work equal to the additional hours worked and must be approved in advance by employee's supervisor, manager, or Director.

10.1.1. Accrual and Use of TOIL

- TOIL shall accumulate on an hour-for-hour basis relative to the actual time worked.
- A maximum of two (2) days, or the equivalent number of hours worked within two days, may be accrued at any one time.
- Where practicable, TOIL is to be taken at a time mutually agreed between the employee and the Council, having regard to operational requirements.
- TOIL must be taken within three (3) months of the overtime being worked.
- Where TOIL has not been taken within three (3) months, Council may direct the employee to take the time off by giving not less than five (5) working days' notice.
- Where TOIL has not been taken or directed to be taken within four (4) months of accrual, the balance shall be paid out at the applicable overtime rate.

10.1.2. Payment for TOIL

- Where TOIL is paid out, it will be at the employee's ordinary overtime rate applicable at the time the overtime was worked.
- If an employee is receiving a higher duties allowance at the time the overtime is worked, TOIL will be calculated based on that higher rate.

10.1.3. Travel and TOIL

- Time spent travelling to attend official meetings, training, or conferences within the usual span of hours will be paid at ordinary time.
- Where travel occurs outside the ordinary span of hours, it will be recognised as TOIL and taken in accordance with this clause.

10.1.4. Application Process

- Employees seeking to utilise TOIL must notify their direct supervisor in writing for approval.

- In urgent circumstances, verbal approval may be obtained from the supervisor, followed by a formal written request.

10.2. Rostered Days Off (RDOs)

10.2.1. General Entitlement

Council operates a 19-day month arrangement to enable eligible full-time employees to accrue one (1) Rostered Day Off (RDO) per month. RDOs provide structured work, life balance and assist in maintaining operational efficiency.

10.2.2. Accrual of RDOs

- Employees accrue one (1) RDO per 19-day work cycle, based on ordinary hours worked.
- Accumulated RDOs shall not exceed five (5) days at any one time unless otherwise approved by Council.
- RDOs that fall on a public holiday, or cannot be taken on the scheduled rostered day, must be reallocated to another agreed day between the employee and their supervisor.

10.2.3. Use of RDOs

- RDOs shall be taken on a rostered basis or at another time mutually agreed between the employee and their supervisor.
- To maintain service levels, Council may adjust the timing of RDOs to ensure adequate staffing.
- During periods of wet weather or where meaningful work is not available, employees may be directed to take an accrued RDO.
- Reallocation of RDOs due to wet weather will only occur on up to three (3) occasions per year and cannot be enacted during a declared Natural Disaster event.

10.2.4. Management of RDOs

- Council will work with employees to develop an RDO Management Plan where excess hours (more than 38 hours for Stream B & C, or 36.25 hours for Stream A employees) have accumulated. This may include:
 - a) Encouraging employees to self-roster RDOs.
 - b) Ensuring no employee is rostered disproportionately compared to others.
 - c) Avoiding excessive accumulation of untaken RDOs.

10.2.5. Payment for RDOs

RDOs are not ordinarily paid out except in cases of termination of employment. However, where an employee makes a reasonable request for a portion of their accrued RDOs to be paid out, the request must be submitted to their Director. The Director will review the reason provided and determine whether the request is appropriate. If supported, the request will be referred to the Chief Executive Officer

(CEO) for final approval. Any agreement to cash out accrued RDOs will also require confirmation and processing through Human Resources.

Any outstanding accrued RDOs will be paid out at the employee's ordinary rate of pay.

11. Casual Absence Leave (Tracking of Rostered Casual Absences)

11.1. Purpose

Casual Absence Leave is used to record and track the absence of a rostered casual employee for workforce planning, reporting, and coverage purposes. It is not a leave entitlement and is unpaid.

11.2. Notification Requirements

Rostered casual employees who are unable to attend a scheduled shift must notify their supervisor (or delegated contact) as early as practicable and no later than the agreed roster cut-off time. Employees must state the reason for their non-attendance. The absence will be entered into Council's payroll system as 'Casual Absence Leave' for tracking purposes only.

11.3. Operational Planning

Supervisors are responsible for arranging shift coverage, updating rosters, and ensuring continuity of service delivery. Where repeated or concerning patterns of non-attendance occur, Supervisors must address the issue in line with the Certified Agreement and Council's absenteeism management provisions.

11.4. Evidence Requirement

- Where a casual absence is due to personal illness or injury and extends beyond two (2) consecutive days, the employee may be required to provide reasonable evidence to support the absence, such as a medical certificate or statutory declaration.
- Evidence may also be requested where repeated short-term absences occur and form a pattern of concern.
- Failure to provide evidence when reasonably required may result in absence being considered unauthorised and may be addressed through Council's absenteeism and performance management processes.

11.5. Conditions

- Casual Absence Leave is unpaid and does not accrue any service-related benefits.
- Recording absences under this clause assists Council in monitoring attendance patterns, workforce planning, and ensuring fair allocation of shifts.
- Persistent or unexplained absences may result in further review, including discussions with the employee regarding ongoing suitability for casual engagement.

12. Event Support and Recovery Leave (Proposed Leave Type)

12.1. Purpose

Event Support and Recovery leave is designed to support employees who are required to work extended or irregular hours for major Council events. It recognises the need for appropriate rest and recovery to ensure employee wellbeing, safety, and continued service delivery.

12.2. Eligibility

Available to all employees (excluding casuals) where:

- The employee is rostered or directed to work extended hours (e.g., above 10 hours in a day) in support of a Council event; and
- The extended work hours are outside of their ordinary daily span of hours or exceed normal roster patterns.

Approval of this leave is at the discretion of the relevant Director or Chief Executive Officer.

12.3. Entitlement

- Up to one (1) day of paid Event Support and Recovery Leave may be granted immediately prior to or following a Council-hosted event where the employee has worked significant additional hours.
- The amount of leave granted will be determined on a case-by-case basis, having regard to:
 - a) Hours worked in preparation or during the event;
 - b) The impact on employee fatigue and safety;
 - c) Operational requirement for service delivery.

12.4. Payment

- The leave will be paid at the employee's ordinary rate of pay (excluding loadings and penalties).
- Leave is not cumulative and must be used immediately before or after the designated event period.
- Leave cannot be cashed out or accrued for later use.

Legislative and Policy Framework

Industrial Relations Act 2016 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation (Qld)

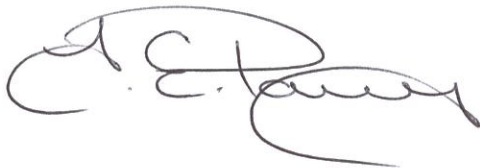
Queensland Local Government Industry Award – State 2017 (Stream A, B, and C)

Cloncurry Shire Council Certified Agreement 2024

POLICY VERSION AND REVISION INFORMATION

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Title: Chief Executive Officer

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Administrative Policy

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Appendix A - Leave Entitlement Matrix (Summary)

Leave Type	Eligibility	Entitlement (Summary)	Evidence / Notice	Payment
Annual Leave	All employees (other than casuals)	5 weeks per year (pro-rata for part-time); additional for shift workers	Pre-approval required; notice as per policy	Paid at ordinary rate incl. leave loading
Personal Leave (Sick/Carer's)	All employees (other than casuals)	15 days per year; can be used for illness/injury or caring	Medical certificate/stat dec after 2 days; notify before shift	Paid at ordinary rate
Compassionate Leave	All employees (other than casuals)	2 days per occasion (death or serious illness/injury of immediate family/household)	Reasonable evidence required (e.g., funeral notice)	Paid at ordinary rate
Bereavement Leave	All employees (other than casuals)	2 days per occasion (death of immediate family/household)	Funeral notice or other reasonable evidence	Paid at ordinary rate
Cultural Leave	Employees required by Aboriginal or Torres Strait Islander tradition/custom	Up to 5 days unpaid per year (employer not to unreasonably refuse)	Reasonable notice; reasons for leave required	Unpaid
Parental Leave	Eligible employees under QES/IR Act	Unpaid leave up to 12 months (extensions possible)	Notice as per QES; evidence (e.g. birth certificate, medical evidence)	Unpaid (paid partner leave may apply under CA)
Long Service Leave	All employees (after 10 years continuous service)	8.6667 weeks after 10 years; further accrual every 5 years	1 month notice; Council may direct if excessive balance	Paid at ordinary rate

Study Leave	Employees undertaking approved study	Up to 5 hrs./week or 10 days p.a. with pay (residential, exams)	Approval required by Director/CEO; proof of enrolment	Paid (for approved courses); reimbursement rules apply
TOIL	Employees approved for overtime	Equivalent time off for additional hours worked	Pre-approval by supervisor; must be taken within 3 months	Paid if not taken within 4 months
RDOs	Full-time employees (19-day month system)	1 RDO per month; max accrual 5 days unless approved	Rostered/agreed with supervisor	Paid; ordinarily not cashed out (except termination or approved by CEO)
Casual Absence (Tracking only)	Casual employees	Not an entitlement – for tracking absences only	Notify supervisor before shift; evidence may be required >2 days	Unpaid
Leave Without Pay (LWOP)	All employees (with approval)	Granted at Council discretion where other leave not available	Application with reasons/duration; approval by Council	Unpaid
Special Leave (With/Without Pay)	All employees (with CEO/Delegate approval)	At Council discretion in exceptional circumstances	Written application; approval required	Paid/Unpaid at discretion
Event Support/Recovery Leave	Employees working extended hours for major Council events	Up to 1 day paid leave (non-cumulative)	Granted before or after major Council event at Director/CEO discretion	Paid at ordinary rate