

## Northern Beaches Hospital Sick Leave Fact Sheet

Dear Member,

Following several enquiries from HSU members in relation to sick leave entitlements and requirements for producing a medical certificate, we have received the attached fact sheet from Healthscope.

Please distribute this newsletter among members of your HSU sub-branch for review and feedback.

Feedback can be sent by email to your HSU organiser Peter Mason at [Peter.Mason@hsu.asn.au](mailto:Peter.Mason@hsu.asn.au) with the subject line *Northern Beaches Sick Leave*.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

## Sick Leave Fact Sheet

10 April 2019

Sick leave is an entitlement for full time and part time employees to use when they are sick.

To determine the full coverage of who can be classified as an immediate family member or person concerned for the purpose of carer's leave (and the requirements for carer's leave), please refer to the relevant Award or Agreement.

### Does documentation need to be provided for personal leave?

The requirements for a staff member to provide documentation as evidence is contained within the staff member's relevant Award or Agreement. Below is a high level summary:

### Do I need a medical certificate/statutory declaration?

Length of illness	State Nurses Award	State Non Clinical Award	HSO Nurses EA	HSO Non Clinical EA
<i>up to 2 days in a row</i>	No	No	No	No
<i>3 days in a row and beyond</i>	Yes*	Yes*	Yes*	Yes*

\*Subject to line managers discretion

*Please note, evidence may be in the form of a medical certificate from a registered health practitioner or statutory declaration if it is not practical to obtain a medical certificate.*

### What happens if a staff member's sick leave balance is exhausted?

By default a staff member will be credited unpaid sick leave or unpaid carer's where a personal leave balance is empty or exhausted.

A staff member paid under a State Award may apply to use their FACS leave for a period of carer's leave, where this is relevant.

### What happens if a staff member is on other leave and they become sick?

If a staff member has been incapacitated for a period of at least one week's duration while on annual leave or long service leave, the staff member may apply for the equivalent period of annual leave or long service leave to be re-credited as sick leave.

### Further information

Enquiries can be emailed to [NBHHR@healthscope.com.au](mailto:NBHHR@healthscope.com.au)