

HNELHD: Unconfirmed minutes Oral Health USCC

Dear Member,

Attached for your reference are the unconfirmed minutes of the last Oral Health Union-Specific Consultation Committee (USCC) meeting, as well as Leave Application guidelines.

All members are strongly encouraged to read the attached documents. If you have any concerns, please forward these to your local HSU organiser or contact the Union on 1300 478 679.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Minutes of Staff Consultative Committee Meeting



DATE: Friday 28th June 2019
VENUE: Room 3078, Newcastle / Teleconference
PRESENT: Mr Nathan Mulley, Mr Matthew Ramsay, Ms Claire Charles, Mr Jeff Paget, Ms Felicity Crockett
APOLOGIES: Ms Cindy Paull, Mr Michael Kearns, Ms Kylie McClelland

TIME COMMENCED: 10.00am

TIME COMPLETED: 11.00am

MINUTES: Linda Malaspina

ITEM NO	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
1	<u>Present and Apologies</u>	<ul style="list-style-type: none"> Claire Charles joining committee replacing Nicola Tull 		
2	<u>Confirmation of Previous Minutes</u>	<ul style="list-style-type: none"> Previous minutes dated 29th March 2019 accepted by Matthew Ramsay, seconded by Felicity Crockett. 		
3	<u>Outstanding Actions/Items</u>	<ul style="list-style-type: none"> Leave applications have now been processed and staff advised. Next year Oral Health will undertake to get back to people within a certain timeframe. Only a handful of Christmas applications were being worked through, plus applications that have come in since. Matt Ramsay has been unable to contact Raymond Terrace staff member re review of carer's leave request. 		
4	<u>Items for Discussion</u>			
4.1	HSU Oral Health Survey Results	<ul style="list-style-type: none"> Submitted by Cindy Paull. HSU undertook survey of members re private vehicle use: <ul style="list-style-type: none"> 92% said they use their own vehicle. 25% said at least once per week. 60% said not informed of need for approval to use private vehicle. 65% said pool cars are booked out. HSU did not have details of sample size of survey HSU question if members have an accident what will happen. Insurance doesn't cover private use any more. HSU would like pool of fleet cars expanded. There are two components – operational and safety. Has been the subject of discussion at the WHS Committee. Oral Health are looking to provide clarity to staff re procedure for use of own vehicle. Largely an operational issue but it will include references to safety eg. Pre-departure vehicle check. 		
4.2	Use of Private Vehicle			

		<ul style="list-style-type: none"> The pool fleet is not entirely within our control. It's a long standing challenge for our staff to access to fleet cars, depending on the site. This has been raised with the relevant facility/site manager. Want to try and minimise travel although can't eliminate altogether, especially in metro area. There will always be short unplanned absences from time to time. Oral Health is scheduling training/education/meetings by videoconference as much as possible to reduce travel. We have communicated to staff the need to seek approval before using a private vehicle as well as the need to have comprehensive insurance as per Policy. This can be done my email to either Jeff Paget or Vicki Cannon for approval. Including confirmation they have comprehensive insurance. Not aware of any occasion where a staff member's request for approval hasn't been answered if required at short notice. Some staff prefer to take their own car for a number of reasons, even if fleet cars are available. Can claim mileage etc. as per Award. Others are comfortable to use a fleet car. Cab vouchers have been issued on occasion. Up to clinics to manage vouchers, we have limited supply. Other services on the road have access to fleet cars, eg community nursing, DACS. Jeff Paget to make enquiries with Community Health re how they manage travel, policies in place, etc. Discussion around travel to secondary clinic being classified as "official business" for car excess/insurance purposes. 	<p>Raise fleet car issue with LHD</p> <p>Check is approval required on per occasion basis. Confirmed that requests for approval are on a per occasion basis.</p> <p>Enquiries to made with Community Health Seek clarification of Official Travel Policy</p>	<p>Nathan Mulley</p> <p>Nathan Mulley</p> <p>Jeff Paget</p> <p>Nathan Mulley</p>
5	<u>For information</u>			
5.1	Leave Applications and Notification of Absences Guideline and Procedure	<ul style="list-style-type: none"> Oral Health has developed a Guideline and Procedure summarising provisions around planned leave and notification around sick leave, largely based on Leave Matters Policy. 	Forward leave guideline to HSU. Completed.	Nathan Mulley
6	<u>Other Business</u>	<ul style="list-style-type: none"> Matthew Ramsey had no further items to report from last meeting re new Muswellbrook site. 		
7	<u>Next Meeting</u>	TBC		

Leave Applications and Notification of Absences

	Date Formulated: June 2019
Ratified By: Oral Health Executive Leadership Committee	Date Ratified: June 2019
Review by: N/A	Date Reviewed: N/A
Distribution: All Staff	Review Due: June 2020

Related Hunter New England Health Oral Health Resources or Documents:

- Leave Matters for the NSW Health Service (PD2019_010)
https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_010.pdf
- HNE [Policy Compliance Procedure 'Leave Management'](#)
- [eLeave User Guide Version 1.2](#)

Implementation

All employees, contractors (VDOs), volunteers and students engaged with Oral Health must be aware of this document. Supervisors/Line Managers (e.g. Clinic Co-ordinators, Clinic Managers, Clinical Leads or Managers) must ensure the staff that they supervise are aware of and understand their responsibilities in relation to leave and notification of absences.

Purpose

The purpose of this document is to set out the process and procedures for applying for leave and notifying absences from work.

The *Leave Matters for the NSW Health Service* [PD2019_010] policy summarises leave entitlements, administration and management for employees of the NSW Health Service and should be referred to for more details.

Planned Leave Applications (Annual and Long Service Leave)

Oral Health Services has a planned leave application process in place for these types of leave where possible. The reason for this is to ensure that your leave request can be assessed in a timely manner and to support ongoing service delivery to our patients.

Before you apply for planned leave, please:

- Review your leave balance in Stafflink Employee Self Service (ESS) to ensure you have sufficient leave to cover the period.
- Review the clinic leave planner to see if other employees are on leave at the same time.
- Discuss your application with your Supervisor/Line Manager (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager) including if you are applying for leave at short notice.

Complete your eLeave application and please indicate in the comments section that you have discussed your application with your Supervisor/ Line Manager.

Applications for planned leave will be considered on a case by case basis having regard to the service delivery needs of our clinics, consideration of other staff on leave at the same time and an employee's leave balance.

Please refer to the Leave Matters Policy for further information including the notice required to be given when applying for these leave types.

Sick Leave

Employees are eligible for sick leave when ill or injured. Sick leave is not to be used when absences are not connected with ill health or injury. Reference should be made to the Leave Matters Policy for further information about eligibility.

If you are unwell and cannot attend work you must:

1. Contact your Supervisor/Line Manager by phone (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager) prior to or at the beginning of the day of absence or rostered shift; **and**
2. Notify the Oral Health Support Unit on (02) 4016 4840.

You should as far as possible indicate the estimated time you will be away from the workplace;

Appendix 1 provides a list of clinics and contact information for the purpose of absence notification.

If your Supervisor/Line Manager and/or the Oral Health Support Unit does not answer the phone, please leave a message with your return contact details so that they can call you back.

Please make contact personally, except in circumstances where the illness/injury prevents you from doing so. In these cases, an appropriate person should contact your Supervisor/Line Manager and the Oral Health Support Unit via phone on your behalf.

Once you return to the work place please complete an eLeave form and attach any supporting medical evidence that may be required (e.g. medical certificate). If you have planned sick leave please complete an eLeave form in advance. Evidence of sickness and incapacity is usually not required for absences of two days or less, unless there are particular circumstances involved, including where excessive sick leave is being actively managed.

All medical certificates are to be emailed to HNELHD-OralHealthPayRosters@health.nsw.gov.au to be placed on your personnel file. It is recommended that you retain the original certificates for your personal records.

Family and Community Service Leave (FACS)

FACS Leave is available for a range of personal reasons encompassing family responsibilities, the performance of community service, or cases of pressing necessity. It is available to Full and Part Time employees but not casual employees.

Applications for FACS leave are to include the reason(s) for the absence. You may be required to provide supporting documentation in order for proper consideration to be given to your request. Relevant documentation could include a medical certificate, statutory declaration or funeral notice in cases of bereavement.

Where you are aware of the need to take FACS in advance (i.e. where there is no element of emergency), you must notify your Supervisor/Manager (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager) of your request and submit an eLeave application with the required supporting documentation with as much notice as possible. Where possible, non-emergency appointments or duties should be scheduled or performed outside of normal working hours.

For absences without prior notice (i.e. in cases of an emergency), you must notify your Supervisor/Line Manager (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager)

of your absence by telephone at the first opportunity on the day of absence. You must also notify the Oral Health Support Unit on (02) 4016 4840.

Once you return to the work place please complete an eLeave application with the required supporting documentation.

Personal Carers Leave

Personal carer's leave allows for the flexible use of other leave entitlements (including sick leave) for employees to provide care and/or support for members of the employee's family or household (as defined) who are sick. It is available to Full and Part Time employees but not casual employees.

Where possible, if you need to take personal carer's leave, please give prior notice to your Supervisor/Line Manager (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager) of your intention to take leave. You should also provide the name of the person requiring care and that person's relationship to you, the reasons for taking such leave and the estimated length of absence.

Where it is not possible to give prior notice, you must notify your Supervisor/Manager (e.g. your Clinic Co-ordinator, Clinic Manager, Clinical Lead or Manager) of your absence by telephone at the first opportunity on the day of absence. You must also notify the Oral Health Support Unit on (02) 4016 4840.

The use of sick leave for personal carer purposes would not usually be appropriate in cases where the person is under professional care, for example under professional care in hospital. However, consideration of the specific circumstances will be taken into account, including supporting material (e.g. medical certificate) from relevant clinicians, to determine eligibility to use personal carer's leave in these situations.

If required, you will need to provide either a medical certificate or statutory declaration that the illness of the person concerned requires care by another person. In normal circumstances, an employee must not take personal carer's leave where another person has taken leave to care for the same person.

If personal carer's leave is not available then other forms of leave or approved leave without pay may be available by agreement.

Once you return to the work place please complete an eLeave form and attach any supporting evidence that is required.

List of Appendices

Number	Title
1	Clinics and contact information for the purpose of absence notification

Appendix 1

Oral Health Support Unit	(02) 4016 4840 and your Manager
Armidale	6776 9577
Awabakal	4907 8555
Beresfield	4923 6969
Cessnock	4991 0380 / 4991 0381
Forster	6539 6303 / 6539 6310
Glen Innes	6739 0288
Gunnedah	6741 8008
Inverell	6721 9583
Maitland	4939 2248
Moree	6757 0015
Muswellbrook	6543 3731
Narrabri	6799 2190
Nelson Bay	4984 0750
Newcastle	4016 4532 / 4016 4583
Raymond Terrace	4983 0961 / 4983 0960
Scone	6545 2427
Singleton	6572 3931
Tamworth	6767 8220
Taree	6592 9218
Toronto (Westlakes)	4935 8179
Wallsend	4924 6363
Windale	4944 5350