



**RADIANCE ACADEMY  
TOOWOOMBA**  
**Where dancers shine!**

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**Staff Policy and Procedures Document 2 Staff Sick Leave**

**Staff Sick Leave**

It is unavoidable and inevitable that staff get sick and require urgent leave from time to time. This is a normal part of life and employment. However, we have an obligation to our clients that they will receive uninterrupted classes and continuity of learning. Therefore we have come up with a best policy process for handling sick leave to everyone's best advantage.

- **As soon as you become sick** please notify the studio. The more notice you can give us the smoother the covering process will be for everyone involved. If you are too unwell to contact anyone, please get your mother or partner to contact us.
- Phone 0437 012 653 and speak to Sally. If you can't reach Sally please ring Stef on 0403 110 822. If you can't reach Stef ring Yvonne on 0402808512. Please speak to someone... a text, Facebook message or answering machine message is not adequate as no one may find the message in time.

This is taken from the Australian Government Fair Work Ombudsman Website...

Types of evidence needed for sick / carer's leave

**Medical certificates or statutory declarations are examples of acceptable forms of evidence. While there are no strict rules on what type of evidence needs to be given, the evidence has to convince a reasonable person that the employee was genuinely entitled to the sick or carer's leave.**

Radiance Academy does not require a doctors certificate for emergent leave, however please be mindful of the above paragraph when considering if you are entitled to sick leave.