

Attendance Policy

1. Purpose

- 1.1 This Policy sets out what is expected of Star Aviation employees in terms of their attendance at work, and what they are required to do if they are absent from work.

2. Commencement

- 2.1 This Policy will commence from 7 December 2023. It replaces all other attendance and absenteeism policies of Star Aviation (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to employees of Star Aviation. It does not form part of any employee's contract of employment.

4. Attendance

- 4.1 Regular attendance is essential to the efficient workflow and productivity of Star Aviation. An employee not attending for duty as required will not be paid for such time as they are absent from the workplace, unless they are on authorised paid leave.
- 4.2 Full-time and part-time employees must not forfeit any rostered shifts. If full-time or part-time employees require a day off, they must apply for leave which is subject to approval. Alternatively, staff may request a shift swap, however this is subject to approval.

5. Absence

- 5.1 Employees must comply with any requirements set out in their contract of employment, this Policy and any other Star Aviation policy concerning leave and absenteeism.
- 5.2 If an employee is absent for any reason, they must notify their supervisor or manager as soon as reasonably practicable, indicating the reason for the absence and extent of the anticipated absence.
- 5.3 During absences extending more than one day, employees must contact their supervisor regularly to keep Star Aviation updated as to the circumstances of the employee's continuing absence. Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor or manager as soon as possible. Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid.
- 5.4 Further, employees are required to provide reasonable evidence (e.g. medical certificate or statutory declaration) to support the reason(s) for the absence. If such evidence is required, it must be supplied as soon as reasonably practicable. Where such evidence is required but not provided, the leave of absence will be on an unpaid basis.
- 5.5 Star Aviation is a 24/7, 365 day a year business, and in some cases the requirement to work may conflict with certain days that have a personal, cultural, or religious significance. Star Aviation has mechanisms in place to manage leave and absence requests, however, if approval for absence is not able to be granted, failure to attend a rostered shift can result in disciplinary action.

6. Annual Leave

- 6.1 Annual leave is available to all full-time and part-time employees. Annual leave is subject to Management approval to ensure operations will not be impacted. All annual leave must be approved by your supervisor and Star encourages employees to discuss annual leave plans before making holiday arrangements as it may not always be possible to grant leave during specific periods.
- 6.2 An 'Annual Leave' application should where possible, be lodged in Swag, at least four weeks in advance in order to increase the likelihood of approval from your supervisor.
- 6.3 If your request for annual leave is denied, you are expected to attend your rostered shift(s).

7. Personal Leave

- 7.1 Star understand there are times when you are unwell and are not able to attend a rostered shift. In these times, we ask you to follow the below procedures to allow sufficient time to make sure the operations will not be compromised and coverage is secured.
- 7.2 If you are calling sick for your shift, you must notify the relevant Team Leader/Manager on shift by calling the duty phone during business hours or by email after business hours. Advising of an absence via text message is only acceptable, outside the Ports operational hours.
- 7.3 We ask that you provide where possible a minimum of six (6) hours' notice if you are unable to attend your shift due to being unwell. Notification must include the period or expected period of the leave.
- 7.4 Employees are required to provide reasonable evidence for absences of any duration, which include an original medical certificate or statutory declaration. For a workplace injury/illness a WorkCover medical certificate must be provided. Failure to provide reasonable evidence, within 2 business days, may result in the employee not being entitled to the leave and you may not be paid for that period.

8. Arriving to work on time

- 8.1 When you are rostered for work you must ensure you are in position ready to commence your role at the rostered time. Arriving to work at the rostered time is not deemed acceptable.
- 8.2 Please ensure if for any reason you are running late or something has caused you to be running late you immediately notify the Team Leader/Manager via a phone call. If you do not receive an acknowledgment within 10 minutes of your message please try calling again. If there is still no response from your manager, please send a text message to advise.

9. Availability Function

Casual Employees

- 9.1 Within The Runway, there is a feature called "my availability". This feature is only to be used by casual employees who can indicate when they can or cannot work. If you have not updated your availability for that rostered week, and you are given a shift that you cannot work, it is your responsibility to have it covered.

Full-time and Part-time Employees



9.2 Full-time and part-time employees must be available between the hours and days as outlined in your employment contract. Star are flexible and understand there may be times you need a particular day off because of personal commitments outside of work. In these cases, you will be required to apply for leave via The Runway. It is then up to the relevant Manager to determine if it can be approved or not based on the operational requirements.

10. Shift swaps

10.1 Employees may request to swap shifts with each other subject to approval.

10.2 Requests for a shift swap must be submitted to The Runway 48 hours prior to the rostered shift. Shift swap requests are subject to Management approval to ensure operations will not be impacted. It may not always be possible to grant shift swap requests for a variety of reasons.

10.3 If your shift swap request is denied, you are expected to attend your original rostered shift.

11. Disciplinary action

11.1 Repeated late attendance or absence from work without a valid reason, proper notification or a failure to provide requested evidence to support the absence will be cause for disciplinary action, which may include termination of the employee's employment.

Variations

Star Aviation reserves the right to vary, replace or terminate this Policy from time to time.

