



Leave Request Procedure

If you are sick or unable to complete a support shift due to unforeseen circumstances, the following procedure must be observed to ensure All About You – Disability Services continues to provide high quality and reliable service to participants:

- in the first instance, contact the Managing Director as soon as practicable before your next support shift;
- the Managing Director will provide appropriate direction as to what should occur next; and
- if advised by the Managing Director to do so, contact your participant to advise you will be unable to attend the shift/s.

If you are intending on taking planned leave, you are required to provide reasonable notice by completing the form below and returning to admin@allaboutyou.org.au.

You are permitted to negotiate changes with your participant to work around your planned leave and to prevent an interruption to their support, however the participant must agree to the changes and the Managing Director should be notified.

Leave Request

Complete the details below for each day you intend to take planned leave that will affect your current support shifts.

Employee name	
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Date of leave	Day	Affected Shift	
		Participant	Shift time