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Goldwind International Document

Leave Policy



RECORD OF CHANGES

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1.0	2016/09/09	First release	Wang Xuefang	Zhang Meng / Ling Peitian	Pan Yantian

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1 Scope and coverage

This policy is applicable to Goldwind workers, defined by local health and safety legislation, operating under the Goldwind Management System. Contractors are not entitled to leave.

Part-time workers are entitled to leave according to the individual employment agreement and local labor law.

Casual workers are entitled to unpaid personal leave only.

This policy should be read in conjunction with individual Employment Agreements, local labour law or local regulations which shall take precedence in the event of conflicts with the requirements of this policy.

Leave includes:

- Holiday leave
- Annual Leave
- Sick Leave
- Personal leave
- Other Leave

2 Policy statement

Mandatory policy requirements are:

All workers are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the worker's needs. Leave must be approved in advance, except when the worker can't anticipate the absence. Any documents regarding leave will be kept on the worker's personnel file.

Staff are responsible for obtaining prior approval from their respective managers for all forms of leave, except in emergency situations.

Managers must review and action leave requests submitted by staff in a prompt and timely manner.

In some circumstances, leave in advance of what leave has accrued may be approved. This is conditional on the worker agreeing to the business deducting any advance in the event of termination, or to the worker accepting leave without pay.

Staff on approved leave who wish to extend their period of absence must obtain prior approval from their manager. Where written approval is not practical, verbal approval must be sought no later than the staff member's normal start time at work on the first day of their requested leave extension. Staff must not expect that requests to extend leave will be automatically granted.

Managers must ensure that absences from duty by staff are covered by an appropriate leave application and that approved leave is recorded on leave register. Department Managers are required to notify payroll of any approved leave in a timely manner.

Management approval of specific leave requests is subject to consideration of the impact of leave on customer service, other business needs and the leave requirements of other staff. All reasonable practical steps are to be taken to approve leave requests of staff.

All leave applications and supporting documentation are to be managed and handled securely and confidentially.

Staff requesting leave are expected to provide sufficient notice to enable the manager time to properly assess the leave request. Unless otherwise specifically stated in policy or procedure or agreed to by the manager, staff must give their manager at least 4 weeks' notice of their intention to take planned leave of 5 or more working days.

Note: Read this policy in conjunction with the *Goldwind International Global Leave Guideline*.

Signature: _____



Pan Yantian
Goldwind International General Manager

Effective Date: 2016.9.9