



LEAVE POLICY

This leave policy allows flexibility for employees to meet personal, family, work and community commitments without compromising the achievement of business objectives. The policy applies to all Casual employees and subcontractors.

Notification to your Supervisor is required as soon as reasonably practicable, of the expectation of being unable to work as provided in this policy and the period or expected period of absence.

Evidence requirements for an unpaid absence must state the reason that the leave was required and if it was to provide care or support to a member of your immediate family or household, it must include what their specific relationship is to you.

CASUAL LEAVE ENTITLEMENTS, EVIDENCE REQUIREMENTS & LEAVE LIMITS		
Leave Type	Type Of Evidence Required	Leave Type – Limits Within Each Anniversary Year
Personal Leave (Carer's Leave, Sick Leave)	Approved Lunar Mining Leave Application Form Certificate from Qualified Medical Practitioner if sick for more than one day. After 2 separate Personal Leave events per year, a medical certificate will be required for each sick day.	Notification to your Supervisor is required as soon as reasonably practicable. Up to 10 days per year (taken as a single continuous period, or any separate periods to which the Employee and Supervisor agree).
Compassionate & Bereavement Leave	Approved Lunar Mining Leave Application Form	Notification to your Supervisor is required as soon as reasonably practicable.
Annual Leave	Approved Lunar Mining Leave Application Form	As per the relevant legislation. Not to be taken for periods of less than 5 days <i>unless approved by Supervisor</i> . Notification to your Supervisor is required at least one month before Leave date applied for or as soon as reasonably practicable. Approval of Leave will be at the discretion of your Supervisor.
Long Service Leave	Approved Lunar Mining Leave Application Form	Long Service Leave as per the relevant Long Service Leave legislation.

All applications for Leave are to be submitted on the Lunar Mining Leave Application Form.

All Leave absences for Casual employees are unpaid.

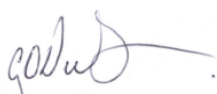
A Casual employee may take Leave as per below:

- Personal Leave:
 - if the employee is unfit for work because of a personal illness, or personal injury, affecting the employee
- Carer's Leave:
 - To provide care or support to a member of the employee's immediate family or household, who requires care or support because of a personal illness, or personal injury affecting the member;
 - An unexpected emergency affecting the member.
- Compassionate Leave:
 - Upon the death of a member of the employee's immediate family or household;
 - In the event of an illness or injury that poses a serious threat to the life of a member of the employee's immediate family or household.
- Community Service Leave, as detailed:
 - A 'voluntary emergency management activity';
 - Jury service (including service for jury selection) that is required by or under the law of the Commonwealth or of a State or Territory.
 - For the time the employee is engaged in the eligible community service activity, including reasonable travelling time associated with the activity and reasonable rest time immediately following the activity;
- Annual Leave:
 - As per the Act; to be taken by employee in periods of more than 5 days.
- Long Service Leave:
 - You are entitled to the provisions for long service leave detailed in the relevant long service leave legislation.
- Parental Leave:
 - You are entitled to the provisions for parental leave detailed under the relevant Fair Work legislation. This allows for maternity, paternity and adoption leave for casual employees who have completed one year of service.

Signed:



Brad Comiskey
Director



Glenn Dickson
Director