



Know your rights

PERSONAL LEAVE FOR MEDICAL APPOINTMENTS

Albury Wodonga Health

When you need to attend a medical appointment during working hours you are not required to use your annual leave. Personal leave (which includes sick leave) is to be used for this purpose. This is in accordance with clause 116.3.1 of the Enterprise Agreement covering your workplace:

“116.3 Leave to attend health professional appointments

*116.3.1 Employees classified under **Part 3** and **Part 4** of **Schedule G** who are absent from duty on account of a personal disability and are required to attend an appointment with a hiropodist/podiatrist, chiropractor, dentist, optometrist, osteopath, physiotherapist or psychologist shall, on production of satisfactory evidence, be granted leave out of existing personal/carer’s leave entitlements.”*

You are required to give as much notice as practicable. When you have made your appointment you should advise your immediate supervisor or human resources.

The normal requirement for a medical certificate or statutory declaration still applies for medical appointments. The easiest way is to just ask your doctor or health professional for a certificate before leaving your appointment.

Your employer does NOT have the right to make you take a whole day off or take a day from your sick pay for a medical appointment. (As you accumulate your sick leave by the hour, you can take it by the hour). **They also do NOT have the right to take this time from your annual leave.**

If you have any queries about your sick leave rights please call your union on (03) 9341 3300.



“Caring is our Profession”



Organiser Steve Mitchell & Union Secretary Diana Asmar