

DEPARTMENT OF CONSERVATION
AND LAND MANAGEMENT,
50 Hayman Road,
COMO. W.A. 6152.

Admin Instruction: 5/85

File: 231/85 KGH:JR
Mr. Hide

APPLICATIONS FOR SICK LEAVE

There have been several instances recently where officers have applied for sick leave for reasons not directly associated with themselves. The reasons given have been: **"family illness", "need to take family member for medical examination", etc.** These are not adequate reasons for the granting of sick leave as provided under the relevant sections of Public Service Regulations and Administrative Instructions.

The only situation for which sick leave can be granted is where the officer concerned is the person who is ill or injured. This does not extend to include family members.

In certain circumstances, sick leave can be used as "compassionate leave" where family illness or injury necessitates the officer being absent from work but this is an unusual situation and applies only when all other available leave has been used up.

Applications in this latter situation must be made in writing to the Manager, Personnel, giving full details of the circumstances and supported by the O.I.C. and Regional Manager.

Will all supervising officers, when certifying sick leave applications, make sure that the reasons for the absence conform to the above guidelines.

In all other situations, short leave, annual leave, long service leave or, where no such leave is available, leave without pay, is the appropriate form.



K.G. Hide,
for EXECUTIVE DIRECTOR.

19th June, 1985.

Distribution:
List A