



# women's factsheet

## Family and Community Services Leave



Stronger Together

# FaCS Leave

## WHAT IS FAMILY AND COMMUNITY SERVICES (FACS) LEAVE?

Family and Community Services (FACS) leave shall be granted for unplanned and emergency family responsibilities or other emergencies described below.

## GROUNDINGS FOR FACS LEAVE

### **Compassionate grounds**

Compassionate grounds include the death or illness of a close member of the family or a member of the staff member's household.

### **Emergency accommodation matters**

Up to one day FACS leave may be granted for emergency accommodation matters. Reasons may include:

- attendance at court as a defendant in an eviction action,
- arranging accommodation, or
- when required to remove furniture and effects.

### **Emergency or weather conditions**

A staff member shall be entitled to FACS leave, when his/her property is threatened because of an emergency or weather conditions. Examples of an emergency or weather condition are:

- flood,
- fire,
- snow, or
- disruption to utility services

### **Unplanned or unforeseen family responsibilities,**

Unplanned or unforeseen family responsibilities include attending a child's school for an emergency reason or emergency cancellations by childcare providers.

### **Attendance at court**

FACS leave may be granted if a staff member is required to attend court to answer a charge for a criminal offence. FACS leave will only be granted if the Department Head considers the leave to be appropriate in a particular case.

## ACCRUAL OF FACS LEAVE

Family and Community Service leave accrues as follows:

- two and a half days in the first year of service,
- two and a half days in the second year of service, and
- one day per year thereafter.

## ADDITIONAL LEAVE

### **Natural Disasters**

If available FACS leave is exhausted as a result of natural disasters, and another emergency arises, the Department Head shall consider applications for additional FACS leave.

### **Compassionate Grounds**

On the death of a family member or relative, and available FACS leave is exhausted, additional paid FACS leave of up to 2 days may be granted.

### **Care for an ill family member**

Where a staff member cares for an ill family member, and available FACS leave is exhausted, then paid sick leave shall be granted.

### **Other leave**

A Department Head may also grant other forms of leave for FACS leave purposes. The type of leave applicable may include:

- accrued recreation leave,
- extended leave,
- time off in lieu, and
- flex leave.

NOTE: This Fact Sheet is to be read in conjunction with *Clause 71 Family and Community Service Leave of the Crown Employees (Public Service Conditions of Employment) Award 2009*

For assistance and additional advice contact the PSA's  
Women's Unit on **9220 0992** or email **women@psa.asn.au**

## PSA Women's Unit

Tel: **(02) 9220 0906**

Fax: (02) 9262 1623

Free call: **1800 467 932**

Email: **women@psa.asn.au**

Level 7, PSA House  
160 Clarence St  
Sydney, NSW 2001

**www.psa.labor.net.au/women**

## PSA General Inquiries

Tel: **(02) 9220 0900**

Fax: (02) 9262 1623

Free call: **1800 467 932**

Email: **psa@psa.asn.au**

PSA House  
160 Clarence St  
GPO Box 3365  
Sydney, NSW 2001

**www.psa.labor.net.au**

## PSA Regional Offices

### Bathurst

Tel (02) 6332 1720

Email bathurst@psa.asn.au

### Lismore

Tel (02) 6621 4450

Email lismore@psa.asn.au

### Newcastle

Tel (02) 4929 4788

Email newcastle@psa.asn.au

### Tamworth

Tel (02) 6766 5488

Email tamworth@psa.asn.au

### Wagga

Tel (02) 6921 6522

Email wagga@psa.asn.au

### Wollongong

Tel (02) 4226 4749

Email wollongong@psa.asn.au



Authorised by John Cahill, General Secretary PSA NSW  
160 Clarence Street, Sydney NSW 2000

Published July 2010