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## ARI EXTENDED LEAVE APPROVAL POLICY [Interim]

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### Statement of Commitment

*To assist with the management of Australian Registry Investments (AR) long-term and short-term resourcing that ensures service and KPI requirements are met this policy sets out the application and approval requirements for Extended Leave.*

*All employees are required to give consideration to the resourcing requirements that enable the operational demands of the organisation to be met when applying for Extended Leave.*

### Scope

This policy applies to all ARI employees.

### Conditions

The following conditions apply in respect of Extended Leave:

1. Approval of Extended Leave is to be determined on a case by case basis, however it must include consideration of operational matters such as:
  - a. Ensuring resource levels are adequate to meet customer and other workload demands
  - b. Allowing for known or predictable fluctuations of resourcing needs
  - c. Ensuring that all key performance indicators can be achieved
2. Any request for Extended Leave or the combined use of Extended Leave with other forms of leave in excess of four (4) continuous weeks requires the approval of ARI executive.
3. Any employee approved to take Extended Leave with the intention of resigning or retiring during or at the completion of the leave must advise their manager at the time of making the leave application. The employee must provide a confirmed resignation / retirement date and state this date on the Application for Extended Leave Form.
4. In applying for and executing this Extended Leave provision for the reasons of resignation / retirement the employee acknowledges they cannot claim voluntary redundancy whilst on Extended Leave for resignation / retirement.
5. The reasons and time period for Extended Leave requests, other than those described at 3 and 4 above, will need to be clearly stated in the application.
6. Requests for Extended Leave will be considered taking into account the personal needs of the employee and operational resourcing requirements.
7. The employee must not take any alternative employment whilst on Extended Leave unless pre approved by ARI. A consideration of approval will be ARI's assessment as to whether this alternative employment represents a conflict of interest.

### Enquiries

Advice in relation to this Policy and Procedure can be obtained from Human Resources.