



**uniting
church**
in Australia,
Synod of NSW & ACT

Employee “Me Day” Leave Guidelines

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1. Introduction

As an organisation we are committed to promoting wellness and supporting our staff's mental health and wellbeing. All full and part time employees of the Uniting Church in Australia – Synod of NSW and the ACT (comprising The Synod Office, UFS and the Secretariat) and Uniting Mission and Education are able to take one day away from work on full pay each calendar year, to take time out for themselves, and known as a 'Me Day'. A qualifying employment period of 6 months applies to all full time and part time employees.

A contract employee who has completed more than 12 months continuous service will also be entitled to take a 'Me Day' unless they are in the notice period for their contract ending.

This day of leave does not accrue year to year and it will not be paid out upon termination. Gifting this day is a token of good will and intended to promote personal well-being.

These guidelines are not intended to be exhaustive. They are designed to assist staff by providing a framework for considering taking meaningful time for themselves and should be read in conjunction with the Employee Leave Policies. Should you require further information, please speak with a member of the Human Resources team.

2. How should "Me Days" be used?

To allow employees to take one day off each year to do something important to them. "Me Days" are not to be taken at either end of accrued or gifted leave, or adjacent to a public holiday. They are not to be added to periods of annual leave or to the Christmas shutdown. For example, it might be for an anniversary, a birthday - yours or someone special's, a religious or spiritual holiday, or it may be taken simply to do something, (or nothing but rest), just for you!

3. How does it work?

Full and part time employees are able to take a designated "Me Day" each calendar year. 'Me days' are a gift, not an entitlement. They do not accrue, cannot be 'cashed in' and unused days are not paid out at the end of employment.

The leave will be paid as if it were an ordinary day. Employees are responsible for taking their "Me Day" each year, and Managers will be asked to keep a record of when "Me Days" are taken. It will also be recorded in the Payroll leave records.

Those applying for "Me Days" should apply as per any other leave type. An employee must fill in a leave form and provide to their Manager for approval. When considering this leave, Managers should take into consideration operational requirements. "Me Days" are to be approved by the employee's Manager and sent to Human Resources before being administered to payroll for processing.

Leave forms can be found at <https://nswact.uca.org.au/staff-intranet/payroll-bureau-service-forms/>

4. Frequently asked Questions

1. What is the purpose of "Me Days"?

"Me days" are designed to give employees the opportunity to take one day with full pay, to do something just for themselves. This gifted day is a token of good will.

2. How do I apply for my "Me Day"?

As for other forms of leave via submitting a leave form approved by your Manager to Payroll.

3. What if I forget to take my "Me Day" one year?

Oops – better luck next year. Use it or lose it!

4. What if I accidentally take more than 1 "Me Day" per year?

As forms are submitted to Payroll for processing after approval by your Manager, your request would be rejected.

5. Do contract employees receive "Me Days"?

Yes, if a contract employee has been here for 12 months continuous service they are entitled to a 'me day' unless they have are in their notice period for their contract end date.

5. Do casual employees receive "Me Days"?

No

6. Do I need to apply in advance for 'Me Days'?

As a rule yes, however so long as your Manager approves it and there is no impact to operational requirements then it is possible to request your 'me day' on the day.

7. If I have resigned and am working out my notice period, can I still use my "Me Day" prior to my last working day?

No

8. Can I take my "Me Day" as 2 half days?

No

9. How close together can I take two "Me Day"?

The approval of 'Me Day's is at the Manager's discretion. The Manager will consult with a member of the HR team for advice if they are concerned the utilisation of the 'Me Day' is being misinterpreted.