



**Policy Number HR022**

## GRATIS DAYS POLICY

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### 1. Purpose

At Ormond College and The Wade Institute, we highly value and recognise your contribution as a team member. The provision of Gratis Days is one way the College rewards your efforts and supports work-life balance. This policy outlines the guidelines and entitlements for Gratis Days for you at the College.

### 2. Scope

This policy applies to all full-time and part-time team members at Ormond College and The Wade Institute.

### 3. Policy

Ormond College and The Wade Institute offer you, as an eligible team member, up to five additional days of leave per year, known as Gratis Days. The eligibility criteria and entitlements for Gratis Days are detailed below. We regularly review this policy to ensure it remains effective and aligned with our operational requirements and objectives.

### 4. Definition

A Gratis Day refers to a paid leave day provided to you in addition to your regular annual leave and public holiday entitlements. It is a day off work for which you receive your regular salary. The term "gratis" indicates that the day is granted without any charge or cost to you.

### 5. Entitlement

You are entitled to up to five Gratis Days per calendar year.

You will be granted one of the Gratis Days on Easter Tuesday, the Tuesday following Easter Sunday.

The remaining four Gratis Days will align with Ormond College's annual shutdown. Typically, these days will include the three days between Christmas and New Year, and the first working day after New Year's Day.

We will communicate the specific dates for the additional Gratis Days and the annual shutdown to you in advance each year.



## 6. Eligibility Criteria

- 6.1. To be eligible for the additional Gratis Days, a normal working day must be scheduled on the respective day. For example, if an additional Gratis Day falls on a Monday, and Monday is not your regular workday, you will not be eligible for that specific Gratis Day.
- 6.2. You will be paid for your normal hours you work on the Gratis Day. For instance, if a Gratis Day falls on a day when you work a five-hour day, you will be paid for five hours.