

All Things Payroll

Leave Management & Critical Payroll Processing

Presented by Glynn Flaherty, Payroll Matters.

Glynn will guide you through the essential notice and leave provisions under the National Employment Standards, covering everything from termination procedures to complex leave entitlements that every payroll professional must understand.

All Things Payroll

Overview:

A comprehensive training course that covers the following topics:

Essential Leave & Notice Provisions

- Notice requirements and payment in lieu of notice
- Annual leave entitlements and leave loading calculations
- Personal and Carers leave provisions
- Compassionate leave obligations
- Family and Domestic Violence leave entitlements
- Community Services leave requirements
- Parental leave (government and employer-paid periods)
- Purchased Leave – the options
- Long Service Leave fundamentals

Delivery Method

On-Demand Webinar recordings. Once your booking has been processed, you will receive a confirmation email containing a link to access the learning module, which includes the recording and handouts.

Critical Areas We'll Address:

Notice & Resignation Issues:

- Employee notice obligations - what happens when they don't comply?
- Calculating payment in lieu of notice.

Medical & Personal Leave:

- Defining "being sick" - when does it qualify for personal leave?
- Medical certificate requirements and timing
- Carers leave eligibility - who's covered and for what circumstances?
- Christmas shutdown – can you make staff take leave?

Advanced Leave Provisions:

- Parental leave, including Govt paid.
- Long Service Leave overview.

Compliance & Reporting:

- Payslip disclosure requirements.
- STP2 coding for leave types – a checklist to ensure you get them right.

Learning Objectives:

By the end of this course, participants will:

- Master notice period calculations and payment obligations
- Navigate complex leave entitlement scenarios
- Understand compliance requirements for all leave types

