

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

Who should attend?

All individuals involved in payroll operations or anyone seeking updated payroll knowledge are encouraged to attend this session.

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





Session Details

Date: Thursday, 23rd October 2025
Time: 14:00 – 16:00 (AEDT)
Platform: GoTo Webinar

Webinar Access Instructions

Registration

The event will be hosted via GoTo Webinar. You must register using the registration link provided in your confirmation email after purchase.

Joining the Session

One hour before the session begins, you'll receive a reminder email containing a Join Session button. Click this button to access the webinar.

Live Attendance

Please log in 15 minutes before the session starts to ensure a smooth experience.

Recording Access

If you're unable to attend the live session, don't worry! As long as you've registered, you'll automatically receive a copy of the recording after the event.

FAQs

What happens if I am sick and cannot attend on the day of the session/s?

If you can no longer attend a session because of illness or a work responsibility, you can still be sent the recording.

An automatic email with a link to the recording will be sent 24-48 after the session has been completed. However, you MUST register for the event to receive this recording.

If I can no longer attend the session, can I ask a colleague to attend in my place?

Yes, you can. However, you will need to contact APAC.learningservices@theaccessgroup.com to update our systems and therefore the attendance list.

Can I share the registration link/s with my work colleagues?

No, you cannot share the registration links.

Why not?

A booking confirmation email/registration link is for one individual only. You may substitute your booking with a colleague. However, sharing will result in charging your company for additional 'seats'.

We will monitor attendance and who has paid for their 'seat' for each session.

Please view our [Terms and Conditions](#) for further information.



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