

### **Time off during transition and medical support**

SBS offers employees a variety of paid and unpaid leave options. If you are undertaking a gender transition, you may wish to access your accrued leave including personal leave, annual leave and long service leave. In addition, SBS will provide any employee undertaking a gender affirmation or transition process with five additional paid personal leave days which will be added to your personal leave balance. Consistent with the SBS Leave Policy employees may be required to provide a medical certificate for absences of 3 days or more.

It is SBS's expectation that managers should endeavour wherever possible to provide sufficient time and flexibility to meet the needs of the individual undergoing transition. Time off for medical procedures or treatment shall be treated the same as any other scheduled but necessary medical procedure or treatment. This includes but is not limited to; doctor's appointments, procedures, counselling or mental health services. SBS may also consider requests for flexible working arrangements during this time, subject to the needs of the business. If employees have concerns regarding approval for leave relating to a gender affirmation process, they should reach out to their People & Culture Business Partner who can assist.

### **Pro-nouns**