

Sharpe's Physio Policies

Annual Leave

Full & Part Time Employees

Full Time Employees are entitled to 4 weeks annual leave and 10 days personal/sick leave per year in accordance with the relevant legislation. Leave is accumulated gradually during the year and any unused annual leave will roll over from year to year. You are entitled to annual leave loading which is + 17.5% of your ordinary rate of pay.

All Annual Leave & Unpaid Leave must be applied for in advance, using the Xero Employee Portal (Xero Me App or online payroll.xero.com) with at least 3 weeks' notice.

Casual Employees

Casual employees are not entitled to paid annual. If you are unable to attend work for any reason you must notify your manager using our rostering system www.deputy.com or the Deputy App with at least 3 weeks' notice or as soon as you know that you have unavailability for any of your usual rostered shifts.

Using Xero My Payroll

Ask management for access to My Payroll.

Accept the email invite that they sent you.

You'll now be able to access My Payroll through your Internet browser on your computer or device by going to www.xero.com and clicking on the Login button.

You can also download Xero Me for iOS (Apple store) or Xero Me for Android (Google Play) to access My Payroll on your mobile device.