



Policy No. 2014-28
ANNUAL LEAVE

Responsible Officers: **General Manager/Manager Finance & Admin**

For Review By: **Mgr. Finance & Admin/Senior Officers**

Due Date for Review: **01/07/2017**

Approved by: /...../.....

Mayor

Date

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...../...../.....

General Manager

Date

Adopted at Council Meeting:

Intent: To detail current provisions in relation to annual leave

Date Approved: 12 June 2014

For Review by: 1 July 2017

Governing Provisions: Local Government Industry Award 2010
Central Highlands Enterprise Agreement 2014
Fair Work Act 2009

BACKGROUND

Annual Leave Entitlements are governed under the abovementioned provisions.

POLICY

Annual leave should be taken within 12 months of becoming due unless mutually agreed otherwise.

Annual Leave balances should ideally not exceed six weeks for any individual.

Should the annual leave accumulation exceed 8 weeks the employee may be requested to take their annual leave in accordance with the Enterprise Agreement.

Annual Leave and Long Service Leave is not to be taken in the same year, except with the permission of the General Manager.

Employees will be required to take leave during the Christmas-New Year shutdown period unless notified otherwise.

Leave in Advance and Leave without Pay

Leave in advance and leave without pay may only be granted with the written approval of the General Manager.

Payment in-lieu for Annual Leave

Payment in-lieu of taking of annual leave may be considered but only in exceptional circumstances and with the written approval of the General Manager and must be in accordance with the Enterprise Agreement. An application must be in writing to the General Manager stating the exceptional circumstances.

PROCEDURE

Annual Leave Provisions

Employees will be asked by their Manager to indicate their preferences for leave over a twelve month period.

The program for annual leave will be regularly reviewed by the Manager and Annual Leave arrangements will be confirmed or rescheduled as necessary.

An employee who has reason for wishing an accrual of more than 8 weeks annual leave is to submit in advance and in writing, a request for an extension to their Manager, for approval by the General Manager.

Any such request must state the reasons for the request, the expected amount of leave to be accumulated, and the anticipated date of taking this annual leave.

An employee who is requested to take annual leave is to receive this request in writing from their Manager giving at least four weeks' notice. A request shall include the date on which the leave is to commence and the duration of the leave taken. This may be altered by mutual agreement between the parties.

Leave in Advance and Leave Without Pay

An application for leave in advance or leave without pay is to be made in writing to the General Manager, through the relevant Manager and Supervisor (if applicable).

Where circumstances allow, such an application is to be made well in advance and allowing arrangements to be made for replacement employees if possible.

Applications are to state the reasons for the request, the length of the leave requested and the commencement date for leave.

Prior to taking any leave, a leave form must be completed, approved by the relevant Manager and forwarded to the General Manager for approval or rejection. If approved, the leave form will be forwarded to the Senior Admin Officer for processing.