



ANNUAL LEAVE POLICY

Summary:

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements.

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| File Number | CM/163 |
| Document version | (Insert) |
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| Approved By | Council; |
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| Consultation Period | 28 days unless statutory period |
| Review Due Date | February 2025 – 1 years |
| Department | Civic Office |
| Policy Custodian | Manager HR, Workforce Development & Safety |
| Superseded Documents | (Insert) |
| Related Legislation | Local Government (State) Award 2023 |

1. Policy Statement

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed in order to both ensure that employees take their annual leave regularly each year and that Council's annual leave liability is minimised. This policy applies to all employees except casuals.

2. Policy (Description)

2.1 Accruing Annual Leave

- An employee's entitlement to paid leave accrues progressively during a year of service according to the employee's ordinary hours of work and accumulates from year to year.
- Any paid leave (including maternity leave on half pay which accrues annual leave at the pro-rata amount) counts as service for accruing annual leave.
- Under the Award, leave without pay does not count as service for accruing annual leave.

2.2 Maximum Accrual

Annual Leave is to be taken at a time mutually convenient to the employer and

employee within 12 months of the date of accrual. This means that the maximum annual leave accrual at any time is 8 weeks. Annual leave is not to accrue beyond 8 weeks at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.

To enable annual leave accruals to be monitored, a report outlining all employees' leave accruals will be provided to the General Manager (GM) on a quarterly basis.

Where it is proposed that an employee's annual leave accrual will exceed the 8 week limit, a written application for deferral will be submitted to the GM for approval. This application must be submitted at least 2 months before the 8 week maximum accrual is reached. If such approval is not granted, the employee will be required to commence taking their excess annual leave accrual within 4 weeks of this decision.

2.3 Directing Employees to Take Annual Leave

Council may direct an employee to take a specified amount of annual leave at a prescribed time when:

- work arrangements dictate;
- there is an annual close-down;
- the employee has accrued more than 8 weeks annual leave.

Council must give the employee a minimum of 4 weeks' notice.

2.4 Applications for Leave

The Council recognises the importance to employees of the timing of taking annual leave. In order to maximise this, a Leave form should be completed at least 4 weeks before the date of starting leave and be forwarded to the Senior Staff Officer(s) and General Manager for approval. Staff will be informed of the outcome of their application as soon as possible.

An employee may request to have leave paid in advance as long as the actual Annual leave period is 10 or more working days. A leave application form indicating leave is to be paid in advance is required three weeks before the leave is due to commence.

3. Associated Legislations

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government (State) Award 2023.

This policy can be varied by the General Manager if exceptional circumstances prevail.

4. Related Documents, Standards & Guidelines

- Electronic 'Definitiv' Leave Application

5. Policy Review

This policy may be amended at any time and must be reviewed within 12 months after a general election of Council or following the latest Award amendment.

6. Version Control & Change History

| Version | Date | Modified by | Details |
|---------|------|-------------|-----------------------------|
| V1.0 | TBA | Council | Adoption of Original Policy |
| | | | Review/Amended |
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