



## 72 ANNUAL AND OTHER LEAVE POLICY

**PURPOSE:** The purpose of this Policy is to:

1. Encourage staff to take annual and other leave in accordance with the provisions of relevant industrial awards and legislation; and
2. To recognise that regular periods of leave are essential to sustain work performance; and
3. To reduce the Council's liability for leave entitlements.

The Policy is to be read as an addition to the Council's adopted Salary Policy and is intended to complement that Policy.

### APPLICATION DATE

The Policy is to take effect from 17th May, 2000.

### BACKGROUND

The Council has a high number of employees that have accumulated high levels of annual and long service leave.

These high leave levels are of concern because it is believed that staff should be taking leave so that their ongoing work performance can be sustained and also so that the Council's liability can be reduced being in total terms and also in terms of previously accrued leave increasing in value due to award movements and staff progression.

In the past it is believed that staff were advised by the Council that leave could be accrued for extended periods, however, this is now outside Award conditions.

In relation to Annual leave, the relevant award provides inter alia that staff accrue four weeks leave for each completed period of twelve months service.

Such leave may be taken by mutual agreement, however, the Council may require staff to take annual leave, by giving four weeks notification where:

- The employee has in excess of eight weeks annual leave
- A period of annual close-down up to and including four weeks.

In relation to long service leave, the award provides, inter alia, that



- Employees shall be entitled to long service leave at the ordinary rate of pay as follows:

After 10 years service	13 weeks
After 15 years service	19.5 weeks
After 20 years service	30.5
For every period of 5 years thereafter	11 weeks

- Long service leave shall be taken at a time mutually convenient to the Council and the employee in minimum periods of one week provided that all long service leave accruing on or after 23rd June, 1988 shall be taken within five years of it falling due.

There is no capacity to pay out either untaken annual and long service leave despite the fact many staff would prefer this and it would be of benefit to the Council.

## ACTIONS

### Annual Leave

That the Council require all staff with in excess of eight weeks annual leave to take such excess amount within twelve months of it becoming due or from the date of adoption of this policy so as to maintain all untaken annual leave to a maximum entitlement of eight weeks at any given time.

### Long Service Leave

That all long service leave falling due on or after 23<sup>rd</sup> June 1988 shall be taken within five years of it falling due or within three years of the adoption of this policy where five years has already elapsed.

All long service leave falling due prior to 23<sup>rd</sup> June 1988 shall be taken by mutual agreement between individual staff members and respective managers.

(Adopted by Council 17th May, 2000)