

# Annual Leave Procedures

## Section 1 - Preamble

(1) These procedures apply where employment is governed by the University's current Enterprise Agreement. The provisions under other industrial instruments may differ.

## Section 2 - Approval Authority

(2) The Head of Work Unit has the authority to approve annual leave, subject to the availability of entitlement, within the provisions of the Enterprise Agreement or appropriate industrial instrument, University Policies and Procedures.

(3) The Head of Work Unit may transfer their approval authority for annual leave to a manager/supervisor (at HEW5 level and above) within their work unit using a Transfer of approval authority. The transfer will enable the manager/supervisor to approve annual leave within MyHR for employees reporting to them.

## Section 3 - Eligibility and Conditions

### Eligibility

(4) Employees, other than a professional employee working seven day continuous shifts, are eligible for four weeks annual leave after the completion of each 12 months of service. Seven day continuous shift workers are eligible for five weeks annual leave after the completion of each 12 months of service. Employees who are part-time or have appointments of less than 12 months are eligible for annual leave on a pro-rata basis. Casual employees are not eligible for annual leave.

(5) Annual leave may be granted before or after the completion of each 12 months service in broken periods by agreement between the supervisor and the employee, provided that the period of annual leave granted will not exceed the proportion of the year's annual leave that the employee has accrued as at the date of the end of the annual leave.

(6) Where part-time professional employees are required to work additional hours on an ad-hoc basis, a loading of one twelfth in lieu of paid annual leave that would accrue for those additional hours will be paid.

### Conditions

#### Granting of annual leave

(7) Annual leave must be applied for and approved prior to commencing a period of annual leave. As far as practical, the granting of annual leave is by agreement between the supervisor and the employee.

(8) It is recommended that employees take their four week annual leave entitlement each year.

#### Maximum accrual of annual leave

(9) If employees have not taken the full amount of annual leave accrued each year, the University may allow annual

leave to accumulate up to a maximum of eight weeks entitlement.

(10) Where an employee has accrued 6 weeks of annual leave, the employee will be advised in writing that their annual leave entitlement will shortly reach the maximum accrual and that they should discuss with their supervisor a mutually convenient time to take leave within six months of the written notice.

(11) Where annual leave accumulates to the maximum of eight weeks, employees will be directed by the Director, HR Services to take annual leave to reduce their balance to four weeks or less within 12 months of the notice of direction to take leave at a mutually convenient time.

### **Accrual of annual leave while on other forms of leave**

(12) Leave without pay (LWOP) in excess of five working days in any calendar year, does not count as service for the purpose of accruing annual leave.

(13) Parental leave and long service leave on full pay counts as 100% service and leave on half pay counts as 50% service for the accrual of annual leave.

### **Additional annual leave in lieu of leave loading**

(14) As an alternative to receiving payment of leave loading, and where their annual leave accrual does not exceed the maximum accrual of eight weeks at the time of application, employees may elect to receive additional annual leave. Further information on this option is available from the Leave Loading webpage.

### **Illness whilst on annual leave**

(15) Where an employee, who is eligible for sick leave, produces a satisfactory medical certificate confirming that they were incapacitated for a period of one working week or more whilst on annual leave, the University will re-credit the employee with an equivalent period of annual leave providing:

- a. The period of annual leave to be recredited is at least one working week; and
- b. The employee applies for sick leave within one week of becoming ill.

(16) No such re-credit will be granted to an employee on annual leave immediately prior to retirement, resignation or termination of service.

### **Payment of allowances during periods of annual leave**

(17) Relieving allowance and additional responsibilities allowance will continue to be paid during periods of annual leave if the employee is in the higher position for a total continuous period of six months or more. Relieving allowance will not be paid when the total continuous period in the higher position is less than six months. In such cases, should the period in the higher position subsequently be extended beyond six months, the allowance will only be paid during periods of annual leave taken after an extension beyond six months has been approved and six months in the higher position has been served.

(18) First Aid Allowance will continue to be paid during periods of annual leave.

### **Minimum periods of annual leave**

(19) The minimum period of annual leave is one hour and periods of leave in excess of one hour should be taken in blocks of at least 15 minutes.

### **Payment in advance**

(20) Payment in advance can be arranged for pay periods that fall due during a period of annual leave and will

normally be paid on the payday prior to leave commencement. Employees must indicate that they require pay in advance when applying for leave in MyHR.

### **Payment in lieu of annual leave**

(21) Employees are entitled to receive payment in lieu of accrued annual leave on resignation, retirement or termination up to the maximum entitlement of eight weeks.

(22) In the event of the death of an employee, payment in lieu of annual leave will normally be made to the employee's dependant (as defined by the Australian Taxation Office) or the employee's legal representative.

### **Public holidays**

(23) Annual leave is not deducted for public holidays that fall during a period of annual leave.

### **Employee records**

(24) Employees may access their annual leave entitlements using MyHR.

## **Section 4 - Application and Approval Process**

(25) Employees should initially discuss any request for annual leave with their supervisor and complete a leave application in MyHR before making arrangements to commence the leave.

(26) If payment in advance is required for pay periods that fall due during the period of annual leave, employees must elect pay in advance when completing their leave application in MyHR.

(27) The leave application will be referred to the employee's supervisor/Head of Work Unit electronically for consideration.

(28) When the leave is approved, the employee will receive an automatically generated confirmation email.

(29) If annual leave has not been approved, the employee's supervisor will advise them accordingly.

(30) Professional employees are required to reflect the period of their leave on their fortnightly attendance record in MyHR.

(31) Where applicable, payment of allowances will cease during the period of leave.

## **Section 5 - Links and Forms**

(32) SCU Enterprise Agreement

(33) Apply for leave - My HR

MyHR leave

MyHR for supervisors

(34) Supervisor's guide to leave

Transfer of approval authority

Leave Loading

(35) Annual leave in lieu of leave loading application

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd June 2015
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<b>Approval Date</b>	2nd June 2015
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<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services