

POLICY NO.	A.22
POLICY SUBJECT	Accrual of Annual Leave
ADOPTION DATE	28 February 2008 (C.19/0208)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed to ensure that employees take their annual leave regularly each year to ensure their well being and that Council's annual leave liability is minimised.

Maximum Accrual

- Employees shall accumulate annual leave in accordance with their relevant award or enterprise bargaining agreement's provision.
- Annual leave is to be taken at a time mutually convenient to the employer and employee within twelve months of the date of accrual. This means that the maximum annual leave accrual at any time is eight weeks.
- Annual leave is not to accrue beyond eight weeks at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.
- Where it is proposed that an employee's annual leave accrual will exceed this eight week limit, a written application for deferral will be submitted to the Chief Executive Officer for approval. This application must be submitted at least two months before the eight 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 four weeks of this decision.

Directing Employees to Take Annual Leave

The Chief Executive 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 eight weeks annual leave.
- The Chief Executive Officer must give the employee a minimum of four weeks notice.

Transitory Arrangements

- The Council recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of eight weeks (including both entitled and pro-rata leave).
- Accordingly, for only those employees who have such excessive leave accruals, the relevant Manager, in consultation with the employee, will provide a plan to the Chief Executive Officer that outlines how the employee's leave accrual will be reduced below the eight week maximum.