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# Annual Leave Policy

**Intent**

At ABCCompany, the intent of annual leave is to allow employees to balance work and family/life commitments.

**Entitlements**

***Amount of Leave***

All fulltime and part-time employees (excludes casual employees) are entitled to a minimum of 4 weeks’ annual leave per annum based on their ordinary hours of work (or the pro-rata equivalent for part-time employees).

Casuals naturally need a break from work too. The guidelines below in relation to Approval and Taking of Leave also applies to casual employees. This is important so that we can approve and plan for your absence from work and ensure that your work roster reflects this in advance.

***Accrual of Annual Leave***

The employee’s annual leave will be accrued and credited to their leave balance each pay period.

If employees are part-time the same calculation occurs pro-rata for the hours that are worked each pay period (up to a maximum of 38 hours per week).

Any unused annual leave will roll over from year to year.

The employee will accrue annual leave during the course of employment (including periods of paid leave), except during periods of approved unpaid leave.

***Payment of Annual Leave***

Annual leave is paid at your ordinary current rate of pay at the time that the leave is taken (excluding overtime, bonuses, commissions etc). Your Contract of Employment will stipulate this ordinary rate and whether or not you are entitled to leave loading.

When you go on annual leave, ABCCompany will normally continue to pay you in the normal pay days during your period of leave.

***Temporary Half Pay Circumstances***

By agreement with ABCCompany you may take your annual leave at half pay and double your time off. This means you get 1 week’s annual leave payment (including leave loading if applicable) for every 2 weeks of annual leave you take.

If you are wanting to access leave at half pay you need to request this using the annual leave form that is to be approved by management. Any half pay leave requested needs to start before the 30 June 2020 but can finish after this date.

Access to leave at half pay is only temporary until the 30 June 2020, or any other time as directed by the government.

**Approval of and Taking Leave**

All employees are required to request any leave at least 4 weeks before the commencement of that leave period. This allows management to consider the request and where necessary, organise other staffing arrangements to cover the leave period. ABCCompany understand that a need may arise for annual leave within a shorter time frame and these requests will be considered; however, ABCCompany ask that employees provide as much time as possible for Management to consider and make necessary arrangements.

Annual leave can be taken at any time agreed between ABCCompany and the employee. ABCCompany is entitled to refuse a request for annual leave if it does not suit the operational needs of the business, however the commitment to you is that ABCCompany will endeavour to facilitate any leave requests and will only refuse leave where necessary.

***Excessive Leave***

Employees cannot accrue more than 8 weeks’ annual leave at any one time unless prior agreement is given by management. If you are close to accruing 8 weeks, an appropriate leave period will be discussed and if necessary, ABCCompany will advise you of the need to take leave, for a minimum of 1 week (up to 25% of the amount of leave accrued) with 8 weeks’ notice before your leave period is to commence. Any such instruction cannot reduce your annual leave balance below 6 weeks unless mutually agreed.

***Cashing Out Annual Leave***

By written agreement between you and management, up to 2 weeks of annual leave can be cashed out in any 12-month period so long as your remaining annual leave accrued balance does not fall below 4 weeks. The cashing out of annual leave will be paid at your ordinary rate of pay at the time that the leave is cashed out (excluding overtime etc).

***Pay Out of Annual Leave on Cessation of Employment***

You are entitled to be paid for the balance of annual leave should employment cease at ABCCompany and the balance will be paid out at your ordinary rate of pay at the time of leaving the company.

Please note that this payment is subject to any other existing or future agreements entered into with ABCCompany and policies existing or implemented in the future by ABCCompany in relation to reimbursement of expenses paid by ABCCompany in the course of your employment.

***Public Holidays during Periods of Annual Leave***

Should a public holiday fall within your period of annual leave and is on a day that would have been a normal working day for you, this day is not included in the period of annual leave deducted from your accrued balance. For example, if you take 2 weeks annual leave and the Monday of the second week is a public holiday, only 9 days of annual leave will be deducted from your annual leave balance rather than 10.

**Summary**

ABCCompany’s intent is to provide flexible and fair annual leave provisions to all employees.