

Leave Management Procedure

Section 1 - Purpose / Objectives

(1) Nil.

Section 2 - Scope / Application

(2) Nil

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

(5) People and Culture provides managers and supervisors with quarterly reports detailing the annual leave and LSL balances of all ongoing and fixed term staff within their organisational unit. Leave balance information is also available to managers and supervisors via HR Zone. Based on leave balance information provided by People and Culture the following procedures must be complied with:

Annual Leave – General and Academic Staff

(6) Good leave planning should ensure that staff members are encouraged to take four weeks leave in the year in which the leave accrues. Where a staff member's leave balance begins to exceed four weeks, managers and supervisor should engage in leave planning conversations to ensure the balance does not grow to excessive levels.

(7) Where an employee has a balance of between 6 and 7 weeks the manager or supervisor must notify the employee of the requirement to take leave to ensure the balance does not exceed 7 weeks. Under the EA employees are not able to accrue leave of more than 7 weeks unless approved on the grounds of "exceptional circumstances". Where an employee has a balance of 7 weeks or more the following applies:

- a. The manager or supervisor will direct the employee in writing to take leave that will see the balance reduced to not more than 7 weeks within the following timelines (from the date of written notification):

Balance of 7 to 8 weeks	3 months
Balance of 8 to 9 weeks	6 months
Balance of 9 to 10 weeks	9 months

- b. The manager or supervisor is to provide a copy of the written direction to People and Culture so that the applicable leave entry is recorded on the HR system.

Annual Leave – TAFE Teaching Staff

(8) Consistent with the MBA, annual leave shall be taken within 15 months of being accrued unless otherwise agreed by the employee and the University.

(9) Where an employee has an annual leave balance of between 4 and 5 weeks the manager or supervisor must notify the employee in writing of the requirement to take leave to ensure the balance does not exceed 5 weeks.

- a. Where an employee has a balance of 5 weeks or more the following applies:
- i. The manager or supervisor will direct the employee in writing to take leave that will see the balance reduced to below 5 weeks.
 - ii. The manager or supervisor is to provide a copy of the written direction to People and Culture so that the applicable leave entry is recorded on the HR system.

LSL - General & Academic Staff

(10) Where an employee has a LSL balance of 18 weeks or more the manager or supervisor is required to direct the employee in writing to take LSL to reduce the balance to below 18 weeks within the following parameters as provided in the EA:

- a. The commencement date of the period of LSL must be within 12 months from the date of the written direction
- b. This will not apply to employees who are within 2 years of intended retirement date. Intended retirement is to be established through notification from the employee on their intended retirement date.
- c. Employees who have been directed to take LSL are not able to be directed to take LSL again until after a period of 2 years from when they return from their previous period of directed LSL.

(11) The manager or supervisor is to provide a copy of the written direction to People and Culture so that the applicable leave entry is recorded on the HR system.

LSL – TAFE Staff

(12) Where an employee has a LSL balance of 18 weeks or more the manager or supervisor is required to write to the employee to request the employee formulate a leave plan with the manager or supervisor to take LSL to reduce the balance to below 18 weeks.

(13) An employee shall not unreasonably refuse to formulate a leave plan as outlined in the above paragraph. If no leave plan has been agreed within 4 weeks of the manager or supervisor's written request, the manager or supervisor may direct the staff member to take LSL at a particular time to reduce the balance to below 18 weeks by giving the staff member 3 months written notice.

(14) The manager or supervisor is to provide a copy of the written direction to People and Culture so that the applicable leave entry is recorded on the HR system.

Section 6 - Guidelines

(15) Nil

Status and Details

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