

<b>Policy Reference Number:</b>	1.32
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	14 August 2012 (Res 32/2013)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	14 August 2012 (Res 32/2013) 9 December 2014 (Res 235/2015) 18 December 2018 (Res 247/2019)
<b>Next Review Date:</b>	December 2019
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

#### **POLICY STATEMENT**

The purpose of this policy is to clearly outline the way in which employees' annual leave entitlements are managed in order to both ensure that employees take their annual leave regularly each year and that Council's annual leave liability is minimised. This policy applies to all employees except casuals.

#### **POLICY (Description)**

##### Accruing Annual Leave

Annual leave consisting of 4 weeks (or the pro-rata equivalent for part-time employees) at the ordinary rate of pay shall be granted to an employee, after each 12 months service with Council.

Any paid leave (excluding Income Protection) counts as service for accruing annual leave.

Under the Award, leave without pay does not count as service for accruing annual leave.

##### Maximum Accrual

Annual Leave is to be taken at a time mutually convenient to the employer and employee within 12 months of the date of accrual. This means that the maximum annual leave accrual at any time is 300 hours.

Annual leave is not to accrue beyond 300 hours at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.

To enable annual leave accruals to be monitored, a report outlining all employees' leave accruals will be produced by the payroll officer and provided to relevant managers for review on a quarterly basis.

Where it is proposed that an employee's annual leave accrual will exceed the 300 hour limit, a written application for deferral will be submitted to the CEO for approval. This application must be submitted at least 2 months before the 300 hour maximum accrual is reached.

If such approval is not granted, the employee will be required to commence taking their excess annual leave accrual within 4 weeks of this decision.

#### Directing Employees To Take Annual Leave

Council 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 300 hours annual leave. Council must give the employee a minimum of 4 weeks' notice.

#### Transitory Arrangements

Council recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of 300 hours (including both entitled and pro-rata leave).

Accordingly, for only those employees who have such excessive leave accruals, the CEO in consultation with the relevant supervisor and employee, will work out a plan that outlines how the employee's leave accrual will be reduced below the 300 hour maximum.

#### Applications for Leave

The Council recognises the importance to employees of the timing of taking annual leave. In order to maximise this, a Leave form should be completed at least 2 weeks before the date of starting leave and be forwarded to the appropriate supervisor for approval. Staff will be informed of the outcome of their application as soon as possible.

#### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

#### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).