# Annual leave policy

1. Purpose
	* 1. The Company endorses an appropriate work-life balance. The Company encourages employees to have a break from the workplace by taking all annual leave available, in the year in which it accrues.
		2. This policy aims to ensure that managers are able to meet workplace resourcing needs and give each employee the opportunity to take annual leave, at a time which is mutually convenient to both The Company and the employee.
2. Eligibility

This policy applies to:

* + 1. permanent employees (including full time and part time); and
		2. fixed-term employees.

Casual employees are not entitled to access annual leave.

1. Entitlement

All full and part time employees (including fixed term) are entitled to accrue annual leave in accordance with the Fair Work Act 2009 (Cth) National Employment Standards (NES).

Currently this is an entitlement to 4 weeks of paid annual leave for each completed year of service (pro-rata for part-time employees), or 5 weeks if deemed a ‘shift worker’ in accordance with the NES[[1]](#footnote-1).

1. Taking annual leave
	* 1. An employee may take annual leave if:
			1. annual leave is credited to the employee; and
			2. the employee’s manager approves the taking of leave.
2. Applying for annual leave
	* 1. Employees are encouraged to take annual leave as soon as practicable after the leave accrues, having regard to the needs of The Company.
		2. Employees are encouraged to take their respective annual leave in periods of at least 2 weeks to ensure a sufficient break from work. Shorter periods, including single or half-days, may be taken by agreement between the employee and the manager.
		3. To ensure adequate staffing during periods of leave, employees are expected to apply for leave 12 weeks ahead of the commencement of the leave.
		4. Leave is to be requested using a method or form as required by the Company.
3. Excessive annual leave

Employees who have accrued excessive annual leave will be encouraged to take a portion of their leave. The Company may, subject to any applicable award or agreement provisions, direct any employee who has excessive accrued annual leave to take a portion of the annual leave.

1. Public holidays and annual leave

Any statutory public holidays that fall during a period of annual leave are recognised as a public holiday and not considered to be annual leave.

1. Illness or injury while on annual leave
	* 1. If an employee suffers from a personal illness or injury while on a period of paid annual leave, the employee may take paid personal leave while on annual leave. The period during which the employee is taken to be on paid personal leave will not be considered annual leave and will be credited to the employee.
		2. The usual notice and evidence requirements in relation to personal leave contained in the Absenteeism policy will apply.
2. Use of annual leave for family or sick leave reasons

In situations where an employee has exhausted all personal leave and is ill or requires time off work for personal reasons, the employee may apply for annual leave rather than leave without pay.

1. Payment of annual leave on termination
	* 1. On termination of employment, employees will receive payment for any accrued but untaken annual leave.
		2. Where annual leave has been taken in advance of it accruing, resulting in a negative leave balance, then, to the extent permitted by law, this amount will be deducted from the employee’s final pay.
2. Further information

If you require further information, please speak with your manager.

1. A shift worker is an employee who: is employed in an area where shifts are continuously rostered 24 hours a day for 7 days a week; is regularly rostered to work those shifts; and regularly works on Saturdays or Sundays and public holidays. [↑](#footnote-ref-1)