

Overview

Annual leave is provided to all continuing and fixed term staff of the University. Staff will normally be expected to take their full entitlement each year for the purpose of rest and recreation. The taking of such leave will support a safe, healthy and productive workplace.

Policy

Entitlement

13.02.01 A full-time staff member will accrue annual leave on the following basis:

Academic staff – four weeks per annum

General and ELC staff – 175 hours (210 hours for shift workers) per annum

or on a pro rata basis for any period of service which is less than one year.

13.02.02 Part-time or fractional staff members will be entitled to annual leave on a pro-rata basis.

13.02.03 Casual staff, including students, are not eligible for annual leave.

13.02.04 Annual Leave balances will be available from the HR Web Kiosk.

The Taking of Annual Leave

13.02.05 Annual Leave will normally be taken at a time mutually agreed between the University and the staff member.

13.02.06 Staff will normally be expected to take their full entitlement each year. In cases where this is not possible, Annual Leave will accrue throughout the year and may be taken at any mutually agreed time provided there is sufficient accrual to cover the period of leave desired.

13.02.07 A staff member may be directed to take a period of annual leave if the staff member has accumulated an annual leave credit greater than what the staff member would ordinarily accrue over two years. In this situation, the University may direct the staff member to take up to one quarter of his or her accumulated annual leave credit.

13.02.08 Where a staff member is directed to take Annual Leave, it will be at a time convenient to the University. As far as possible, however, the wishes of the staff member will be taken into account.

- 13.02.09** Annual Leave may not be taken in advance of the entitlement accruing.
- 13.02.10** Annual Leave may be taken in broken periods. Supervisors are expected, however, to encourage staff to take at least one significant two-week block of leave each year for the purpose of rest and recreation.
- 13.02.11** The minimum period of Annual Leave which may be approved is half of the staff member's ordinary working day. Periods of leave of less than half a day should be managed flexibly within the work area.
- 13.02.12** Staff on fixed term contracts are expected to take their full Annual Leave entitlement during the course of their contract unless otherwise agreed in writing with the Head of School/Unit.

Interaction with Other Forms of Leave

- 13.02.13** Where Annual Leave is taken in conjunction with other approved leave (e.g. Maternity Leave, Family and Community Leave, Leave Without Pay), it must be booked as a block, in accordance with any special provisions of the other policy.
- 13.02.14** If a staff member, who is eligible for sick leave, produces a satisfactory medical certificate to the effect that he/she has been incapacitated for a period of one week or more while on annual leave, the university will re-credit the staff member with an equivalent period of annual leave. No such re-credit will be granted to a staff member on annual leave immediately prior to retirement, resignation or termination of services.
- 13.02.15** Where a public holiday falls during a period of Annual Leave, that day will not be debited as Annual Leave.
- 13.02.16** Where a staff member is granted and takes long service leave or maternity leave on half pay, annual leave entitlement will accrue at half the normal rate during the period of leave.
- 13.02.17** Where a staff member is granted and takes leave without pay, no annual leave entitlement will accrue during the period of leave without pay.

Payment on Leaving Employment

- 13.02.18** Annual leave will not normally be approved to be taken immediately prior to resignation or retirement. Normally, the staff member's last day of duties is their termination date.
- 13.02.19** Payment in lieu will be made for any remaining accrued Annual Leave on retirement, resignation or termination of employment.

- 13.02.20** In the case of a deceased staff member, payment in lieu of accrued Annual Leave will be made to the staff member's estate.
- 13.02.21** No payment will be made in lieu of Annual Leave except as set out in clause **13.02.19**.

Procedures

- 13.02.22** All staff are required to submit a leave application in advance of the leave being taken (at least 4 weeks in advance in the case of Academic staff).
- 13.02.23** Applications must be made
- on the Multipurpose Leave Form (13.01a), submitted to the supervisor for approval and forwarded to Human Resource Services for recording; or
- applied for on-line through the HR WebKiosk (where available).
- 13.02.24** A supervisor's consideration of a leave request should take account of the operational requirements of the work area and the amount of leave available to the staff member.
- 13.02.25** Where leave is not approved, the Head of School/Unit must advise the staff member as soon as possible. Advice through the WebKiosk will be sent automatically.
- 13.02.26** Where a staff member is directed to take Annual Leave, the supervisor must provide a minimum of four weeks' written notice to the staff member.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

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