



Policy - Annual Leave

Purpose & Scope

[Company] is committed to providing a supportive environment for employees. Therefore, all permanent employees are entitled to Annual Leave.

Definitions

Annual Leave – a number of days of paid leave for holidays, after a period of continuous employment.

Content

Annual leave is usually an allowance of 20 days for permanent full-time employees, per annum. Part-time employees are entitled to a pro rata basis, based on their proportion of ordinary hours worked. There is a provision for employees to be paid out their accrued Annual Leave entitlements on termination.

The length of this leave is to be agreed between [Company] and the employee.

Employees should request Annual Leave in writing which may or may not be approved. Employees should provide as much notice as practical of the intention to take Annual Leave. [Company] must have reasonable grounds for refusing a leave application.

[Company] may request that Annual Leave be taken, provided that the requirement is reasonable and that a reasonable notice period is given. [Company] may also require employees to take Annual Leave during an annual close-down if this is deemed reasonable. Where an employee does not have sufficient leave to cover the annual close-down, the employee would be allowed to take the leave in advance.

An employee may be terminated whilst on Annual Leave but only for a legal reason such as redundancy, summary dismissal or where the employee has repudiated their contract.

[Company] can replace the employee temporarily with another employee but the replacement should specifically be made aware of the temporary nature of the role. On the return of the employee they should be returned to the same position, responsibilities and seniority.

Generally, there are no restrictions against an employee working for another company during their Annual Leave as long as the employment does not pose a conflict of interest.

Employees are entitled to be paid out all accrued Annual Leave entitlements upon termination or death.

Optional Clause:

From a Workplace Health & Safety perspective, it is our preference that our employees take their annual leave entitlements each year, however:

- For Award/Enterprise Agreement covered employees:
Where your Award/Agreement allows, you may request cashing out of part your annual leave, as per the requirements of the Award/Agreement.
- For Non-Award employees:
You may request cashing out of part of your annual leave entitlement provided:
 - you still have 4 weeks accrued annual leave remaining at any time after the cash out
 - a written agreement is made each time the leave is cashed out
 - you are not being forced to cash out the annual leave
 - the payment for cashed out annual leave is to be the same as you would have been paid if you took the leave
 - you do not cash out more than 2 weeks each 12 months

It is at the discretion of the company to approve this request.

Approvals & review

Policy review date:	
Policy approved by title:	[Company]
Policy approved by signature:	