

8.15 Annual Leave

POLICY STATEMENT

Employees are entitled to Annual Leave and Long Service Leave consistent with the provisions of their relevant employment contract and Local Government (Long Service Leave) Regulations (WA) (LGLSLR).

The primary reason for both annual and long service leave is to allow employees to rest and recuperate in order to remain fully productive. To ensure this, all employees should be encouraged to take leave as soon as practicable after it has accrued.

If an employee has an excessive leave accrual, the employer or the employee will seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

APPLICATION

Annual Leave

1. An employee should endeavour to take annual leave within one year from the date in which the leave is accrued.
2. In accordance with the Local Government Industry Award 2020, an employee has an excessive leave accrual if the employee has accrued more than 8 weeks' paid annual leave.
3. If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.
4. Shire of Cunderdin, as an employer, will refer to the directions as outlined in section 23.7 of the Local Government Industry Award 2020 to reduce or eliminate the excessive leave accrual.

Long Service Leave

1. Notwithstanding the provisions of the LGLSLR, the Shire of Cunderdin will allow an employee a period of up to one year after their Long Service Leave has come due to clear that leave.
2. Should an employee wish to carry over any portion of their entitlement after that one-year period a request must be submitted in writing to the Chief Executive Officer for approval.
3. Where commencement of the Long Service Leave has been postponed to meet the convenience of the employee beyond a period of six months after becoming entitled to take leave, the rate of payment for that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the 10 year and 6 month mark, unless agreed in writing between the Local Government and the employee.

OBJECTIVE

To facilitate consistency throughout the organisation in administering the leave provisions for employees. Local Government Industry Award 2020, deem an employee's leave accrual to be excessive if the employee has accrued more than 8 weeks annual leave.

Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimise the accrual of leave, to reduce financial liabilities, reinforce the positive benefits of taking leave when it becomes due and mitigate the potential for suspicious actions.

STATUTORY CONTEXT

Local Government Act 1995

Local Government Industry Award 2020

National Employment Standards

Fair Work Act 2009

CORPORATE CONTEXT
Policy Manual

HISTORY
Adopted 23rd July 2023
Revised _____

REFERENCES