

EXTRACT

48. ANNUAL LEAVE

48.1 An employee (other than a casual employee) is entitled to annual leave at the rate of twenty working days on full pay for each completed year of service. For University purposes, annual leave will be recorded in hours. The annual leave entitlement for full-time academic employees is 152 hours (20 days), and for full-time general staff employees it is 147 hours (20 days). Part-time employees will accumulate an annual leave entitlement pro rata to the full-time entitlement according to their fraction.

48.2 Employees are encouraged to take annual leave to promote a healthier workplace and staff are expected and encouraged to take their annual leave in the year in which it accrues. The dates for taking leave will be agreed between the employee and the University. Prior to taking leave, each employee is responsible for obtaining approval to take their leave, and for regularly taking their leave. Managers are to ensure that leave is taken at a mutually convenient time that meets the operational requirements of the University and the needs of the employee where reasonably possible, provided that, subject to agreement on the timing of the taking of leave as per this sub-clause, the employee shall be entitled to take up to twenty working days annual leave as a single continuous period.

48.3 Where a public holiday occurs during the period of annual leave and such holiday is observed by the University, no deduction will be made for that day from the employee's annual leave.

48.4 DIRECTION TO TAKE EXCESS ANNUAL LEAVE

The University may also direct an employee in writing to take leave at an agreed time within six months from the date of the written direction where the employee has accumulated annual leave in excess of 40 days (or pro-rata for part-time employees), unless the employee has reached a prior agreement with their supervisor. If no agreement is reached, the University may specify the dates when the leave is to be taken, reduce the leave down to 30 days and the employee will be taken to be on leave in accordance with that direction.

48.5 ANNUAL LEAVE UPON TERMINATION OF EMPLOYMENT

Where an employee resigns or retires or is dismissed or otherwise terminated from employment, the employee will receive payment in lieu of annual leave accrued but not taken, provided that, in the event of termination of employment due to the employee's death, such payment shall be made to the legal representative of the employee. In all instances, payment in lieu shall be for all annual leave accrued for each completed year of service plus a pro rata amount for the current year of service calculated on a daily basis.

48.6 SICK LEAVE AND ANNUAL LEAVE

Where an employee with accrued sick leave credits is ill whilst absent on annual leave, the employee shall, provided that a certificate from a registered health practitioner is submitted for the period of illness, be placed on sick leave and no deduction will be made from annual leave credits for the day(s) in question. If it is not reasonably practicable for the employee to provide the University with a medical certificate from a registered health practitioner, the employee may provide a statutory declaration.

~ end of extract ~