

EXTRACT

34. Annual leave

- 34.1 An employee's entitlement to paid annual leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year.
- 34.2 For each year of service with the University an employee is entitled to four weeks of paid annual leave, or a pro-rata amount for any period of service which is less than a year.
- 34.3 Annual leave shall be taken within 15 months of being accrued unless otherwise agreed by the employee and the University.
- 34.4 Annual leave, including leave taken in excess of the leave credits accrued, shall be taken at a mutually agreeable time having regard to the operation of the University, provided that a request for leave including a request for leave of four weeks duration or for single day absences not exceeding, in aggregate, 10 days per annum, shall not be unreasonably refused.
- 34.5 Annual leave not taken in accordance with this clause shall be paid in full to the employee upon expiration of the employee's employment.
- 34.6 Notwithstanding other provisions of this clause, if an employee's employment is terminated and that employee has taken more paid annual leave than would have been accrued at the rate of 20 working days per year, the University may recoup the amount of paid annual leave in excess of the leave accrued.

Direction to take excess annual leave

- 34.7 An Employee has an Excessive Leave Accrual if the Employee has accrued more than 30 days (6 weeks for a full time Employee) annual leave.
- 34.8 If an Employee has an Excessive Leave Accrual, the University will notify the Employee of the Excessive Leave Accrual and request a plan be developed in consultation with the relevant University representative that will reduce the leave to a balance of 20 days (4 weeks for a full time Employee) at the end of the period of the plan
- 34.9 If a plan is unable to be developed and agreed upon the University may direct the Employee to take a period of leave that will reduce the Employee's leave balance to 20 days. The University must provide the Employee with at least 8 weeks' notice of when the leave is to commence.

Annual leave upon termination of employment

- 34.10 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.

Sick leave and annual leave

- 34.11 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.
- 34.12 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.

~ end of extract ~