

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, and for full-time general staff employees it is 147 hours. 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. 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

48.4.1 A Dean, Director, Pro Vice-Chancellor, Deputy Vice-Chancellor or the Vice-Chancellor may direct an employee with annual leave accruals exceeding eighteen (18) months' entitlement (30 days) to proceed on annual leave on three (3) months' minimum notice with the intention that such accrued leave will be reduced to less than 20 days once the leave has been taken.

48.4.2 With the approval of the Vice-Chancellor or the Vice-Chancellor's nominee, an employee may accumulate annual leave up to a maximum of forty (40) working days.

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.

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