

EXTRACT

21. ANNUAL LEAVE

- 21.1** An employee shall be entitled to twenty days annual leave for each twelve month period of continuous service, or on a pro rata basis for any period of service which is less than twelve months.
- 21.2** Annual leave shall accrue from the date of commencement at the rate of 1.67 days for each completed month of service.
- 21.3** Annual leave shall be taken within fifteen months of being accrued unless otherwise agreed by the employee and the employer.
- [21.4 substituted by [PR969417](#) ppc 07Mar06]
- 21.4** 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 employer, 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.
- 21.5** Annual leave not taken in accordance with 21.3 shall be paid in full to the employee upon expiration of the employee's employment.
- 21.6** Notwithstanding 21.1 and 21.2, 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 twenty days per year, the employer may recoup the amount of paid annual leave in excess of the leave accrued.

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