

EXTRACT

49. ANNUAL LEAVE LOADING

Employees (other than casual employees) will be entitled to payment of an annual leave loading equal to 17.5% of four weeks salary in December each year, subject to a maximum payment equal to the Commonwealth Statistician's average weekly total earnings of all males (Australia) for the preceding September quarter.

Provided that an employee with less than twelve months' service at 31 December (having commenced employment after 1 January, or having terminated employment during the year), will receive a *pro-rata* payment on the basis of completed months of service.

49.1 Exchange of Annual Leave Loading for Extra Leave

- 49.1.1** Eligible Employees may elect, in January each year, to receive three and one-half (3.5) days' leave in addition to annual leave. In return they will forfeit their entitlement to payment of annual leave loading in the year in which the additional leave is credited.
- 49.1.2** The 3.5 extra days' leave are non-cumulative. The leave will be taken in accordance with normal University leave processes. Eligible staff electing this option must also submit a leave booking for the 3.5 days leave at the time in January when the option is exercised. The 3.5 days' extra leave must be taken prior to 31 December.
- 49.1.3** Eligible Employees are those full or part-time, continuing or fixed-term employees with less than 30 days accrued annual leave at the date on which they elect to exercise this option and who were employed by the University at 1 January in the year which the option is sought to be exercised.
- 49.1.4** Exit from this option is open only in January each year.
- 49.1.5** Appropriate reconciliations may be made to the amount of annual leave paid upon termination if the employee ceased employment before 31 December in the year in which the employee had elected this option and had taken the 3.5 days' extra leave prior to cessation of employment.

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