

9.15 Annual Leave

POLICY STATEMENT

Employees are entitled to Annual Leave and Long Service Leave consistent with the provisions of their relevant employment contract and *Local Government (Long Service Leave) Regulations 2024* (LGLSLR).

The primary reason for both annual and long service leave is to allow employees to rest and recuperate in order to remain fully productive and reduce risks of fatigue. To ensure this, all employees should be encouraged to take leave as soon as practicable after it has accrued.

If an employee has an excessive leave accrual, the employer or the employee will seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

APPLICATION

Annual Leave

An employee should endeavor to take annual leave within one year from the date in which the leave is accrued.

In accordance with the Local Government Industry Award 2020, an employee has an excessive leave accrual if the employee has accrued more than 8 weeks' paid annual leave.

If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

Shire of Cunderdin, as an employer, will refer to the directions as outlined in section 23.7 of the Local Government Industry Award 2020 to reduce or eliminate the excessive leave accrual.

Long Service Leave

An employee who is entitled to long service leave must take the leave, and the employer must allow the leave to be taken, at the earliest practicable date after the entitlement arises.

OBJECTIVE

To facilitate consistency throughout the organisation in administering the leave provisions for employees. Local Government Industry Award 2020, deem an employee's leave accrual to be excessive if the employee has accrued more than 8 weeks annual leave.

Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimise the accrual of leave, to reduce financial liabilities, reinforce the positive employee welfare benefits of taking leave when it becomes due and mitigate the potential for suspicious actions.

STATUTORY CONTEXT

Local Government Act 1995

Local Government (Long Service Leave) Regulations 2024

Local Government Industry Award 2020 National Employment Standards

Fair Work Act 2009

CORPORATE CONTEXT

Policy Manual

HISTORY

Adopted 23rd July 2023

Revised 27th November 2024

REFERENCES