

HR 004: STAFF ANNUAL AND LONG SERVICE LEAVE MANAGEMENT

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Manager Human Resources		
<i>Policy Adopted</i>	September 2007	<i>Res No</i>	
<i>Last Reviewed</i>	June 2018	<i>Res No</i>	O0618-022

Objective:

1. To facilitate consistency throughout the organisation in administering the leave provisions for employees.
2. Reinforce the positive benefits of taking leave when it becomes due.
3. Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimise the accrual of leave and to reduce the financial liabilities of Council.

Policy:

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 (WA) (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. In order to ensure this, all employees should be encouraged to take leave as soon as practicable after it has accrued.

The Chief Executive Officer and/or Directors will endeavour to approve leave applications consistent with the employee's requirements, however, the requirement must be considered in the context of the organisation's commitments and its liability to meet its obligations.

Staff employed on a permanent basis, either full time or part time are entitled to accrue both Annual and Long Service Leave. Staff employed on a casual basis are not entitled to accrue Annual Leave but are entitled to accrue Long Service Leave.

Annual Leave

1. An employee should endeavour to take annual leave within one year from the date in which the leave is accrued.
2. In accordance with the Shire's Enterprise Agreement, employees can accrue up to eight weeks of leave. Should more than eight weeks of leave be accrued, the Shire can give notice to the employee that they are required to take leave.

Long Service Leave

1. Notwithstanding the provisions of the LGLSLR, the Shire of Esperance will allow an employee a period of up to one year after their Long Service Leave has come due to clear that leave.
2. Should an employee wish to carry over any portion of their entitlement after that one-year period a request must be submitted in writing to the Chief Executive Officer for approval.
3. Where commencement of the Long Service Leave has been postponed to meet the convenience of the employee beyond a period of six months after becoming entitled to take leave, the rate of payment for that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the 10 year and 6 month mark, unless agreed in writing between the Local Government and the employee.

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