

ANNUAL LEAVE

POLICY STATEMENT:

HR Staff n Stuff believes that its employees will benefit from scheduled leave time to enjoy relaxation and recreation and return to work rejuvenated. It is the policy of HR Staff n Stuff to comply with all legislative requirements in regard to Annual Leave.

PROCEDURES:

1. Eligibility

- a. All permanent full time and permanent part time employees are eligible to receive paid Annual Leave. Casual employees are not entitled to paid Annual Leave.
- b. Permanent full time employees are entitled to twenty days (20) paid Annual Leave for each full year of service. Permanent part time employees are entitled to the appropriate pro rata amount of annual leave.
- c. Although probationary employees will accrue Annual Leave hours, they will not normally be eligible to take Annual Leave during their probationary period unless approved by the Director.

2. Annual Leave Accruals

- a. Eligible employees accrue Annual Leave progressively, on each pay day, according to the employee's ordinary hours of work.
- b. Annual Leave accrual will not be earned during any period in which the employee is on an unpaid leave of absence.
- c. Permanent part-time employees will accrue Annual Leave on their average weekly or monthly ordinary hours of work.

3. Annual Leave Scheduling

- a. Unless otherwise authorised, all employees must take mandatory leave during the Christmas/New Year shut down period. HR Staff n Stuff may choose to vary the length of the mandatory shut down period at its discretion from year to year. Exact closing dates will be communicated to all staff by the end of October each year.
- b. Employees who have not accrued the necessary Annual Leave by the shutdown date will automatically use all Annual Leave accrued and will take the remaining portion of the days as unpaid leave.

- c. Each employee has the responsibility to see that Annual Leave absences do not disrupt the operation of the business. All Annual Leave must be taken only with the approval of the Director.
- d. As a general rule the month of July can be a busy month as this is when the Director takes leave. It is preferred that employees do not request Annual Leave in this month.
- e. Due to the nature of our business and the impact on clients, leave requests should be capped to no more than 2-3 weeks at a time. The exception to this rule is if you have an extended holiday such as an overseas trip planned. As much notice for such extended trips need to be given in advance with a minimum of 3 months and the approval will be at the sole discretion of the Director. If any conflicts in scheduling should arise, they will be resolved with regard to when the request was made.
- f. It is the policy of HR Staff n Stuff that all employees take their accrued Annual Leave regularly in order to relax and rejuvenate. It is the preference of HR Staff n Stuff that each employee take their full accrued annual leave annually, and only in exceptional cases will employees be permitted to accumulate accrued annual leave into the following year.
- g. HR Staff n Stuff reserves the right to direct an employee to take a period of annual leave with reasonable notice. This may be due to any legitimate business reason, and employees are expected to comply with any direction to take a period of leave.
- h. Should an employee fail to submit an Annual Leave request after being requested to do so, the Director may schedule Annual Leave for an employee and enforce this paid time off.

4. Annual Leave Exceptions/Adjustments

- a. When a public holiday falls within an employee's Annual Leave, the public holiday is not considered to be an Annual Leave day, and Annual Leave entitlement usage will not include the public holiday.
- b. Employees who become seriously ill or injured during an approved Annual Leave period may use any available sick leave in lieu of Annual Leave. A doctor's written report, subject to HR Staff n Stuff approval, will be required. In the event that Annual Leave has been pre-paid, any Annual Leave entitlement will be reinstated and personal leave entitlements reduced accordingly.
- c. It is the policy of HR Staff n Stuff that no employee will enter into 'negative leave' except in extenuating circumstances, and as approved by the Director. Any employee taking more leave than they have accrued will be deemed to be on unpaid leave.

5. Annual Leave Pay upon Termination

- a. In cases of termination for whatever reason, eligible employees will receive payment for all earned, unused Annual Leave in their final pay.

- b. If terminating employees have taken Annual Leave prior to earning it, an appropriate deduction from the unearned Annual Leave taken will be made from their final pay.
- c. Leave cannot form part of any notice period. If the employment is terminated for whatever reason, the notice period will not include any period of annual leave.

6. Annual Leave Applications

- a. Employees wishing to avail themselves of Annual Leave outside the mandatory shutdown period must complete a leave request on Xero at least two months prior to the start of the requested period of leave. All employees will have access to request leave using their own log into xero. In exceptional circumstances leave requests may be granted without the required notice period; this will be at the discretion of the Director.
- b. If the leave request is granted, the Director will approve it online and the employee will receive notification via email that this has been approved. Employees should not make confirmed arrangements until they have received this approval confirmation in writing. Once an employee has received approval, they should create an annual leave card and add it to the HR Staff n Stuff Annual Leave Schedule Trello Board.
- c. HR Staff n Stuff endeavors to approve all other Annual Leave requests; however approvals are subject to business demands, schedules, other staff on leave and other factors. HR Staff n Stuff will endeavor to work with an employee whose Annual Leave request is refused to identify an alternative suitable leave time. HR Staff n Stuff will not accept any responsibility, financial or otherwise, for any employee who confirms travel arrangements prior to receiving formal approval of their leave dates by way of an approved leave request form via Xero.
- d. If an annual leave request is made subsequently denied, any claim of sick leave or compassionate leave (or other leave) that coincides with the annual leave dates requested will automatically require a full investigation. If fraudulent behavior is uncovered this may lead to formal disciplinary action including possible termination of the employment.