Annual Leave Procedure (MPF1136)

GOVERNING POLICY

This procedure is made under the Leave Policy.

SCOPE

This procedure applies to all fixed term and continuing staff.

PROCEDURE

1. Applications for annual leave

1.1. A staff member may apply for annual leave by submitting an application electronically through Themis (HR) Self Service.

1.2. A staff member employed on a fixed term contract will take their full annual leave entitlement during the term of the contract, unless otherwise agreed by their supervisor.

2. Excessive leave balances

2.1. A staff member who receives notification that their annual leave balance will exceed 40 days (or pro-rata for part-time staff) on 31 January the following year will, unless leave is taken, be directed to be on annual leave from 1 February for the period of leave in excess of 40 days (or pro-rata), unless reasonable requests for annual leave have been denied in the preceding year.

2.2. In exceptional circumstances, a supervisor and staff member may agree in writing prior to 1 February for annual leave to reduce an excess leave balance to commence later in February.

2.3. A staff member on annual leave to reduce an excess leave balance may, with the written approval of their supervisor, continue to carry out normal duties and is covered under WorkCover processes if they receive a work related injury.

3. Cashing out excessive leave balances

3.1. A staff member who has accrued annual leave entitlements in excess of 40 days (or pro-rata for part-time) may cash-out all or part of the excess entitlement by:

- applying through the head of department to take an amount of annual leave equal to or greater than the amount of annual leave they intend to cash out, and
- forwarding a request in writing to the head of budget division at least four weeks before the date of the annual leave setting out the number of days of annual leave to be cashed out, the number of annual leave days applied for and the dates for the leave to be taken.

3.2. Where the head of budget division approves the request to cash-out excess annual leave, local Human Resources will arrange for the staff member to be paid at the rate of the staff member's substantive salary at the date of payment except that, where a staff member has been receiving salary allowances (excluding overtime and shift penalties) for 12 months or more immediately prior to payment, the salary allowances will be included in the calculation of the cash payment.

3.3. Staff members should consider the tax implications of cashing out part of their annual leave entitlement.
4. Sickness during annual leave

4.1. Where a staff member becomes sick during annual leave, and subject to adequate supporting evidence being provided to the supervisor annual leave will be re-credited for the period of illness and sick leave will be debited for the period of illness.

5. Cancellation of annual leave

5.1. A staff member may cancel annual leave that has previously been approved by submitting a completed Application to Cancel Leave form to their supervisor for approval.

6. Payment of annual leave and annual leave loading entitlements on ceasing employment

6.1. Outstanding entitlements will be paid out on ceasing employment.

6.2. The value of any leave taken in excess of entitlement will be deducted from the final payment.

6.3. A staff member employed for less than one year will be entitled to receive a pro rata payment in lieu, less the value of leave already taken

6.4. On death, payment in lieu of accrued annual leave will be paid to the estate of the deceased staff member.

RELATED DOCUMENTS

- Human Resources website
- Leave Policy
- University of Melbourne Collective Agreement 2010

RESPONSIBLE OFFICER

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Director, Specialist Services, Human Resources is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

REVIEW

This procedure is to be reviewed by 30 June 2015.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Vice-Principal</td>
<td>27 July 2012</td>
<td>27 July 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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<tr>
<td>2</td>
<td>Senior Vice-Principal</td>
<td>28 March 2013</td>
<td>28 March 2013</td>
<td>Updates to sections 2.1 and 3.1.</td>
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<tr>
<td>3</td>
<td>Vice-Principal</td>
<td>21 May 2015</td>
<td>4 Jan 2016</td>
<td>Fix broken links in sections 1.1, 5</td>
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<tr>
<td>Administration &amp; Finance</td>
<td></td>
<td>and Related Documents.</td>
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