

Directive

7. Leave entitlements

- 7.1. Entitlements for recreation leave and long service leave are in accordance with Schedule One.
- 7.2. Leave entitlements apply to part-time employees on a pro-rata basis.
- 7.3. Leave prescribed in this directive may be converted to an hourly basis for the purpose of applying, granting and recording of the leave. Leave is based on the number of hours that the employee would have worked. Schedule Four provides conversion formulas.
- 7.4. Where an employee is rostered to work a specific number of hours, the debit from their leave account for an absence is equivalent to the number of hours they were rostered to but did not work, even where this is different from their ordinary daily hours (as defined by an Award or Agreement)¹.
- 7.5. Additional conditions are set out in Schedule Two for recreation leave and Schedule Three for long service leave.

8. Taking leave

- 8.1. An employee is to submit a timely application for every absence where leave is sought, in a form determined by the chief executive. Leave may be taken up to the total amount of leave accrued as at the date of commencement of the leave.
 - (a) Notwithstanding clause 8.1, at the discretion of the chief executive an employee may be granted long service leave that accrues up to the end date of a period of long service leave.
- 8.2. The chief executive must respond to a request to take leave in a timely manner, indicating whether the leave applied for has been approved or not. If an application for leave has been refused, the employee is to be advised of the reason for refusal, and the anticipated date from which it is expected that leave may be taken.
- 8.3. If the employee and the chief executive cannot agree on the timing for the employee to take leave, the chief executive may decide when the employee is to take leave, keeping in mind the needs of the department and
 - (a) for recreation leave: provide the employee at least 14 days written notice of the start and end date of recreation leave;
 - (b) for long service leave: provide the employee at least three (3) months written notice of the date on which the employee must take at least four (4) weeks long service leave.

9. Recall from or cancellation of leave

- 9.1. This clause does not apply to general employees taking recreation leave.
- 9.2. If departmental circumstances require it, a chief executive may:
 - (a) recall an employee from recreation or long service leave; or
 - (b) cancel the approval of any recreation or long service leave; or
 - (c) defer the taking of any recreation or long service leave.
- 9.3. An employee to whom clause 9.2 applies will be allowed to take leave at the earliest opportunity that is mutually convenient for the employee and the chief executive.

¹ E.g. if an employee has ordinary daily hours under an Award of 7.25 hours, but is rostered for eight (8) hours, a full day absence will result in a debit of eight (8) hours to the employee's leave account.

