

Annual Leave

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Annual leave entitlements and process

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North-West Support Services works to the conditions in the Tasmanian Disability Services Industry - Multi - Employer Enterprise Agreement 2011.

Annual leave conditions in the award are as follows:

(c) Time of taking leave

(i) The Employer and the Employee may agree when and for what period the Employee is to take the Employee's accrued annual leave, having regard to the personal circumstances of the Employee and the operational requirements of the Employer. Provided that the Employer must not unreasonably refuse to agree to a request by the Employee to take accrued annual leave.

(ii) Annual leave will be given and taken in one consecutive period, or if the employer and employee so agree, in any other combination provided that one period of leave shall extend for at least seven consecutive days.

- The Employer may require the Employee to take any portion of annual leave that has accrued in excess of six weeks. In such circumstances the Employer must give the Employee at least four week's notice of the requirement to take the excess period of accrued annual leave.
- Cash Out of Paid Annual Leave Entitlements

An employee, with the approval of the employer, may cash out any annual leave entitlement accrual in excess of four weeks. The employee must be paid the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

The followings steps are required for taking annual leave when working consistent hours in shared homes:

1. Check the annual leave diary at the work location where the leave will be taken from
2. If the required dates don't coincide with other staff on leave at the time, block out the dates for the leave
3. The Service Coordinator will inform the leave applicant when the leave is approved -- Please do not book holiday arrangements until the leave has been officially approved

There is no requirement to complete an online form for annual leave for one or two days. Just follow the **Roster and relief pool** policy -- "Relinquishing and swapping shifts".

The following steps are required for taking annual leave when working in individual contracts:

1. Complete and submit an online annual leave application form -- Please give as much notice as possible
2. The Service Coordinator will compare the dates with other requests from team members
3. The Service Coordinator will inform the applicant when the leave has been approved -- Please do not book holiday arrangements until the leave has been officially approved.

The management team will make every effort to approve annual leave requests but need to ensure that rosters are covered to enable continuity of support to clients.

Exceptional circumstances outside of these conditions and steps need to be put to the Operations Manager by email who will consult with the General Manager.