



NAMBUCCA VALLEY COUNCIL ANNUAL LEAVE POLICY POLICY NO: G 24

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

The aim of this policy is to set guidelines for how employees may accrue and take annual leave.

2 Related legislation

Local Government (State) Award
Annual Holidays Act 1944

3 Definitions

Not applicable

4 Applicability

This Policy applies to employees of Council. It does not form part of any employee's contract of employment.

5 Policy statement

5.1 Accrual of leave

Employees (other than casual employees) are entitled to four weeks of paid annual leave for each year of service. An employee's entitlement to annual leave accrues progressively based on the number of ordinary hours they work, and accumulates from year to year.

5.2 Directing employees to take annual leave

Council may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- a period of annual close-down of up to and including two (2) weeks
- where the employee has accumulated in excess of eight weeks annual leave

5.3 Application for and approval of annual leave

Employees should give four weeks' notice when they apply for annual leave and submit an Application for Leave form. (This notice period may be altered by the relevant Department Head).

While leave is provided for the benefit of staff, approval is subject to the convenience and smooth running of Council operations.

5.4 Payment in lieu of untaken leave

Payment in lieu of untaken annual leave is prohibited under Section 3(5) of the *Annual Holidays Act 1944* except upon termination of employment.

5.5 Sickness while on annual leave

Employees cannot convert annual leave to sick leave as they are not scheduled to attend for duty.

6 Variation

Council reserves the right to vary or revoke this policy.

7 History

Department:	Governance	Last Reviewed	Resolution No.
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Endorsed By:	General Manager		
Approval Authority	General Manager		
Policy Owner	Manager Human Resources		
Contact Officer	Manager Human Resources		
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