

ANNUAL LEAVE POLICY

This policy is used to outline the principles, steps and responsibilities associated with accessing annual leave entitlements for CCGT internal staff, apprentices and trainees.

Eligibility & Entitlement

Annual Leave is an entitlement under all Modern Awards and is provided for in the National Employment Standards.

Full time employees will be entitled to accrue twenty (20) days annual leave for each year of service with CCGT (and pro rata for incomplete years). Part time employees will accrue annual leave on a proportionate basis of full time entitlement. Casual employees are not entitled to paid annual leave. Their hourly rate will include a loading in lieu of annual leave.

Annual leave continues to accumulate when an employee takes a period of paid annual leave or paid personal/carer's leave. Annual leave will not accumulate on unpaid leave unless it is community service leave.

Annual leave can be taken as soon as it is accumulated. It is paid at the employee's base pay rate for all ordinary hours worked. The base rate does not include overtime rates, penalties, allowances or bonuses. Annual Leave Loading is paid in accordance with your Contract of Employment.

Taking Annual Leave

Approved annual leave may be taken for periods of one hour or more.

The timing of annual leave will be discussed in advance between the staff member wishing to take the leave and their respective Manager or Host Employer representative. CCGT respectfully requests:-

- a minimum of four weeks notice for periods of annual leave greater than five consecutive days.
- a minimum of two weeks notice for periods of annual leave less than five consecutive days.

Approval of annual leave will be at the discretion of their Manager or Host Employer Representative who will consider the:-

- operational requirements of the work area, and
- personal circumstances of the staff member.

If the application for annual leave is declined and agreement can not be reached in regards to taking annual leave, the employee can refer to the procedures outlined in the CCGT Complaints and Grievances Policy.

Employees who are intending to take annual leave must complete a 'Staff Annual Leave Form' and submit it to their Manager or Host Employer in accordance with the notice periods outlined above.

Public Holidays will be paid where they fall within a period of approved annual leave.

Excessive Leave Accruals

An employee is considered to have an excessive leave accrual if they have accrued more than eight





weeks paid annual leave. In this instance, CCGT or the staff member may seek to confer with the other to try and reach agreement on how to reduce or eliminate the excessive leave accrual in accordance with their relevant Award.

Cashing Out Annual Leave

CCGT and the employee may agree in writing to the cashing out of a particular amount of accrued paid annual leave in accordance with the employee's Award. This agreement must include:-

- the amount of leave to be cashed out;
- the payment to be made to the employee;
- the date on which the payment is to be made; and
- a signature from both the employee and their Manager or Host Employer Representative.

A separate agreement is to be made on each occasion where annual leave is being cashed out and must not result in the employee's remaining accrued entitlement being less than four weeks. The maximum amount that may be cashed out in any period of twelve months is two weeks.

Endorsed by the Board of Directors on 11/04/2017

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CCGT Chairman

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CCGT Senior Manager

