



ANNUAL LEAVE POLICY

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Introduction

South West Arts Inc is committed to meeting its legal obligations in relation to annual leave.

All full-time employees shall accrue four weeks annual leave for each year of service. Part-time employees will accrue annual leave on a pro-rata basis. Casual and volunteer employees do not accrue annual leave.

Purpose

The purpose of this document is to outline the entitlements for accrual of annual leave as well as guidelines for applying for annual leave.

Policy

All full-time employees will accrue annual leave entitlements in accordance with the relevant Legislation, Award or Agreement.

Part-time employees will accrue annual leave on a pro rata basis, according to the number of hours worked.

Payment shall not be made in lieu of annual leave, except upon termination or where Legislation, Awards or Agreements specifically allow.

Employees should be strongly encouraged to take their annual leave balance, and not let it accumulate.

If a public holiday falls whilst an employee is on leave, no deduction will be made from annual leave credits for that day.

All accrued annual leave will be paid out on termination of employment.

Responsibilities

It is the responsibility of the **Executive Officer and Board** to:

- adhere to the provisions of the relevant legislation or Award/Agreement provisions for annual leave;
- ensure all applications for annual leave are processed for employees.

It is the responsibility of all **Employees** to:

- adhere to the provisions of the relevant legislation or Award/Agreement provisions for
- annual leave;
- initiate leave applications for annual leave by completing the appropriate documentation for approval.

Procedure

Applications for annual leave are to be submitted to the Executive Officer.

Employees are requested to provide sufficient notice to the Executive Officer prior to the commencement of the annual leave.

Upon receiving an application for annual leave, the Executive Officer is required to forward their authorisation to the Finance and Administration Officer for processing.

If the employee decides to cancel their leave prior to the commencement of the leave, they are required to notify the Executive and Finance and Administration Officer immediately in writing.

Annual leave payments will be paid at the employee's current ordinary rate of pay plus 17% leave loading at the time of commencing the leave.

Related Legislation

STATE	LEGISLATION
NSW	Annual Holidays Act 1944 [NSW]
QLD	Workplace Relations Act 1997 [QLD]
TAS	Industrial Relations Act 1984 [TAS]
ACT	Annual Leave Act 1973 [ACT]
VIC	Workplace Relations Act 1996 [Cth]
WA	Minimum Conditions of Employment Act 1993 [WA]
NT	Annual Leave Act 1981 [NT]
SA	Industrial and Employee Relations Act 1994 [SA]

