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---|---  
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---|---  
**KEY TERMS** | annual leave, additional annual leave, excessive annual leave, leave loading, rest and recreation, liability, accruals, entitlement, encashment, cashed out, paid out  
---|---  
**SUMMARY** | This procedure provides managers and employees with information and guidance about annual leave eligibilities and entitlements and outlines the steps for managers to follow when managing excessive annual leave accruals. This document should be read in conjunction with the NSW Health Policy Directive PD2014_029 Leave Matters for the NSW Health Service and the relevant industrial instruments and legislation.
1. PROCEDURAL STATEMENT

Annual leave is provided to give employees a period of recreation and rest from work so that they return to work refreshed and reinvigorated. Regular periods of annual leave contribute to employee well-being, and meet the commitments of South Eastern Sydney Local Health District (SESLHD) as an employer to encourage and support employees in utilising this valuable condition of employment.

SESLHD promotes an active approach to the management of annual leave that is based on the following key principles:

- a commitment to the health, safety and wellbeing of employees
- fair application across the organisation
- applying the appropriate legislative and award principles and conditions
- establishment of leave rosters allowing employees the opportunity to schedule and take leave
- active monitoring of annual leave balances to manage individual circumstances
- the need to consider the specific circumstances of each case
- supporting employees in reconciling their work obligations and private commitments
- employee and management accountability in accordance with the Code of Conduct

The purpose of this procedure is to assist employees and managers to work collaboratively to ensure that:

1) employees utilise their annual leave entitlement when it falls due
2) employees do not accrue excessive annual leave balances
3) where employees do accrue excessive annual leave balances, that plans are made to reduce them in a reasonable timeframe.

SESLHD’s Service Agreement with the Ministry of Health, requires the reduction of annual leave balances of “more than 30 days”. This approach to reducing excess annual leave is applied across all Local Health Districts in New South Wales, and applies to all employees irrespective of the specific annual leave allowed for in awards and under different work patterns.

2. BACKGROUND

The Annual Holidays Act (1944) and most Health Awards provide that annual leave accrued is to be taken within six months of its falling due and that annual leave accruals beyond this date are considered ‘excessive’.

The “Leave Matters for the NSW Health Service” PD2014_029, Section 2 ANNUAL LEAVE, provides guidance on the management of annual leave. It states that “the leave credits of all staff should be regularly reviewed so as to ensure that, where necessary, leave accrued from previous years is taken without delay” and “in exceptional circumstance, approval may be provided for an employee to defer annual leave up to a maximum of 12 months from it becoming due.”
There are many reasons why excess annual leave should be managed. Some of these reasons include;

- employees need to take time off for rest and recreation to ensure that they return to work refreshed and reinvigorated
- on termination the payment of excess annual leave is made at the current rate of pay which is costly to the organisation and may result in a delay in the replacement of the vacated position
- periods of regularly taken annual leave often provides other employees an opportunity to act in a position of higher grade or with different responsibilities. When annual leave is not taken these employees may be denied an opportunity for career development
- when annual leave entitlements are not taken, as they fall due, it may be necessary for the employee to eventually take a large block of leave to reduce the excessive entitlement. This may have a negative impact on the service provided by the unit.

The “Leave Matters for the NSW Health Service” PD2014_029, Section 17 STAFF MOBILITY, describes entitlements and procedures for the transfer of leave when employees move between the NSW Health Service, other NSW government sector services and non-declared affiliated health organisations. These provisions do not apply to employees moving between divisions of the NSW Health Service as they retain the same employer.

NSW Health Information Bulletin “Cashing out Accrued Additional Annual Leave” IB2015_045 and the relevant awards outline the provisions for the encashment of leave.

3. RESPONSIBILITIES

3.1. Employees will:

For “standard” annual leave:
- Review their own annual leave balances through StaffLink Employee Self Service (ESS)
- Engage in the discussion of leave planning with their manager and team colleagues
- Take leave as rostered on the departmental leave plan on an annual basis
- Make plans to take their yearly entitlement for annual leave when it falls due, in consultation with their manager
- Seek approval to utilise annual leave on a regular basis
- Complete the Application for Leave Form when requesting leave
- Employees, whose main duty is the handling of cash or securities, are expected to proceed on annual leave at least once each year for a minimum period of two consecutive weeks

For “additional” annual leave
- Consider applying for the encashment provisions of their award, as an option to reduce excess leave balances
- Advise their manager, as appropriate, of any intent to cash out their “additional” annual leave balances, or a portion thereof
For “excessive” annual leave:

- Ensure that they do not, unnecessarily, accrue an excessive annual leave balance
- Actively participate in the preparation of an excessive annual leave reduction plan with their manager to reduce their excess annual leave balance
- Adhere to the agreed and prepared excessive annual leave reduction plan
- Where necessary, take leave as directed by their manager, in an effort to reduce their excess annual leave balance

3.2. Line Managers will:

For “standard” annual leave:

- Utilise the tools within this document
- Be responsible for the day-to-day management of annual leave
- Establish appropriate annual leave rosters allowing employees the opportunity to schedule leave up to a year ahead
- Prepare annual leave calendars for their department
- Schedule a period of four, five or six weeks leave each year for all employees within their department (as appropriate for the award classification of their employees). It is not necessary for these to be rostered across one period, unless this is most suitable to service needs
- Ensure that employees, whose main duty is the handling of cash or securities proceed on annual leave at least once each year for a minimum period of two consecutive weeks
- Accurately record periods of annual leave within roster and payroll systems
- Regularly review employees’ annual leave balances and ensure that leave accrued from previous years is taken without delay
- Implement strategies to address the clinical service implications in departmental annual leave rosters
- Ensure that employees do not accrue excessive annual leave balances

For “additional” annual leave

- Discuss, as appropriate, the option for employees to cash out their “additional” annual leave balances, or a portion thereof, in line with the provisions of the awards
- Liaise with their financial support / business manager in relation to any payments related to employee encashment of “additional” annual leave

For “excessive” annual leave:

- Utilise the tools within this document and other strategies, as developed
- Ensure that annual leave plans are reviewed and discussed at performance review meetings with employees
- Set targets to reduce any excessive annual leave, within reasonable timeframes
- Proactively identify and prepare leave plans for team members who have excessive annual leave
- Ensure flexibility in dealing with the individual circumstances of each case.
- Where necessary, direct employees to take annual leave where their annual leave balance is above 30 days, if and where appropriate
- Consider the financial implications of any plan to reduce excessive annual leave balances
• Consider the clinical service implications of any plan to reduce excessive annual leave balances
• Discuss with and seek approval, where necessary, from their relevant financial support / business manager / direct manager to implement plans to reduce excessive annual leave balances
• Liaise with Workforce Services for advice and support on complex and long term matters

3.3. Finance Teams / Business Managers (or equivalent) will:

• Support line managers to consider the financial implications of any plans to reduce excessive annual leave balances and in relation to any payments related to employee encashment of “additional” annual leave
• Provide advice and approval, where necessary, in relation to the implementation of plans to reduce excessive annual leave balances
• Review any proposed funding models for backfill/replacement costs
• Provide leadership in understanding the ongoing financial benefits of reducing excessive annual leave balances into the future, in comparison to the significant short term costs that will need to be covered

3.4. General Managers / District Managers / Service Managers will:

• Direct and support line managers to have processes in place to manage excessive annual leave
• Take an active approach to addressing the level of annual leave balances which are held by employees across the facility / service
• Develop strategies across the facility / service to ensure that excessive annual leave balances are systematically reduced
• Address the budgetary implications of the significant amounts of annual leave accrued across the workforce
• Implement strategies to address the clinical service implications of any broad plan to reduce excessive annual leave balances across the facility / service
• Prioritise and lead approaches to address cases of extremely high annual leave balances within the facility / service, considering the significant potential operational impacts
• Consider and implement facility / service-wide strategies to address excessive annual leave balance

3.5. Chief Executive will:

• Promote and monitor SESLHD’s obligations under the Service Agreement with the Ministry of Health, to reduce annual leave balances of “more than 30 days”
• Ensure local procedures are developed and implemented to ensure that annual leave is taken as it falls due and that excessive annual leave is not accrued
• Ensure systems are developed to minimise the accrual of excessive annual and that excessive annual leave balances are reduced across the District
3.6. Workforce Services will:

- Provide advice, support and coaching to managers, as necessary, in the process of managing employees annual leave entitlements, excessive annual leave balances and the encashment provisions available to employees
- Provide reports to General Managers / District Managers / Service Managers on excessive annual leave accruals on a regular basis
- In consultation with General Managers / District Managers / Service Managers develop strategies for the management of annual leave and excessive annual leave
- Develop tools for managers on the management of annual leave and excessive annual leave
- Provide access to, or guidance in accessing reports on individuals or department annual leave balances
- Provide advice and assistance to employees in relation to annual leave balances, as requested
- Liaise and work with Health Share, as appropriate, in relation to the payment of leave balances and the cashing out of additional leave

3.7. Learning & Development Unit will:

- Liaise with Workforce Services in the development of training for managers on the management of annual leave and excessive annual leave

4. ENTITLEMENTS / DEFINITIONS

4.1. Annual Holidays Act 1944

- The Act provides that:
  - “every worker shall at the end of each year of the worker’s employment by an employer become entitled to an annual holiday on ordinary pay. Such annual holiday shall … be of four weeks;“
  - “the annual holiday shall be given by the employer and shall be taken by the worker before the expiration of a period of six months after the date upon which the right to such holiday accrues”
  - “provided that the giving and taking of the whole or any separate period of such annual holiday may, with the consent in writing of the Industrial Registrar, or Deputy Industrial Registrar appointed under the Industrial Relations Act 1996, be postponed for a period to be specified by such Registrar in any case where he or she is of opinion that circumstances render such postponement necessary or desirable.”

4.2. Annual Leave Award Accrual Entitlements

4.2.1. Health Employees Condition of Employment (State) Award
- Public Hospital Medical Officers (State) Award
- Public Hospital Career Medical Officers (State) Award
- Public Hospital (Professional and Associated Staff) Conditions of Employment
- Health Professional and Medical Salaries (State) Award
  - Radiographers - 4 weeks per annum (based on 35 hour week)
  - All other employees – 4 weeks per annum (based on 38 hour week)
4.2.2. Hospital Scientists (State) Award
- Principal Hospital Scientists - 5 weeks per annum
- All other employees - 4 weeks per annum

4.2.3. Public Health System Nurses’ and Midwives’ (State) Award
- Employees required to work a rotating shift roster (on a seven day basis) - 6 weeks per annum
- All other employees - 4 weeks per annum

4.2.4. Staff Specialist (State) Award
- Public Hospitals (Medical Superintendents) (State) Award
- 5 weeks per annum

4.3. Additional Annual Leave
- The above awards include provisions for those employees who work on Sundays and/or public holidays being entitled to receive additional annual leave in respect of the hours so worked. This is referred to as “extra” or “additional” leave
- It is considered that “additional” leave is any annual leave additional to that available under the provisions of the Annual Holidays Act 1944, which is four weeks paid leave per annum
- The awards and NSW Health Information Bulletin “Cashing out Accrued Additional Annual Leave” IB2015_045 outline the provisions in relation to the encashment of additional leave

4.4. Excessive Annual Leave
- Annual Holidays Act (1944) and most Health Awards provide that annual leave accrued is to be taken within six months after the date upon which the right to such holiday accrues
- Annual leave accruals beyond this date are considered to be “excessive”
- The above awards anticipate leave to be given and taken as soon as it is due after the first year of employment
- Service Level Agreements with the Ministry of Health require the reduction of annual leave balances of “more than 30 days”
- SESLHD defines excessive annual leave as “more than 30 days”. This applies to all employees irrespective of the specific annual leave allowed for in awards and under different work patterns

5. PROCEDURE

In the management of annual leave, managers and staff should refer to their obligations under Section 3. RESPONSIBILITIES, in relation to:
- “standard” annual leave:
- “additional” annual leave
- “excessive” annual leave:

In addition, the Managing Annual Leave and Excessive Annual Leave “Manager Tip Sheet” (Appendix A) should be referenced. This outlines steps that managers can take to address
normal annual leave rostering, assisting employees to consider the encashment provisions available to them and to develop strategies to address excessive annual leave balances.

A flowchart / process map of the process to be followed when managing excessive annual leave is available at Appendix B.

When developing an “EAL Reduction Plan” (Appendix C) should be utilised.

Guidelines and suggested templates for communication to employees are also provided (Appendix D, Appendix E and Appendix F).

6. DOCUMENTATION

APPENDIX A: Manager Tip Sheet
APPENDIX B: Process Map
APPENDIX C: EAL Reduction Plan
APPENDIX D: Memo template 1
APPENDIX E: Memo template 1b
APPENDIX F: Memo template 2

7. AUDIT

This process is audited through a variety of means including:
- Annual Leave Balance and Excessive Annual Leave Reports
- StaffLink and roster systems
- Financial liability reports

8. REFERENCES

- Annual Holidays Act (1944)
- NSW Health PD2014_029 “Leave Matters for the NSW Health Service”
  - Section 2 Annual Leave
  - Section 17 Staff Mobility
- NSW Health IB2015_045 Cashing out Accrued Additional Annual Leave
- Leave Application Form
- HealthShare Fact Sheet: “StaffLink Electronic Forms Leave Election”
- HealthShare Fact Sheet: “Annual Leave Cascade Detailed”
- HealthShare Fact Sheet: “Annual Leave Cascade Simplified”
- Rostering Best Practice courses / roster system resources
9. REVISION AND APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Author and Approval</th>
</tr>
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</table>
| July 2010        | PD 132-2     | Excessive Annual Leave Working Group
               |               | Gerard Rooney, Director of Workforce Development                                      |
| 14 August 2015   | 1            | Reviewed by Georgia van der Meer, Principal HR Consultant.
               |               | Endorsed by Executive Sponsor Acting Director of Workforce Services.                   |
| 16 September 2015| -            | Draft for comment considered                                                        |
| 28 October 2015  | 2            | Comments considered and procedure updated.
               |               | Reviewed by Georgia van der Meer, Principal HR Consultant.                           |
| 3 November 2015  | 2            | Endorsed by Executive Sponsor Acting Director of Workforce Services                   |
| 12 November 2015 | 2            | Endorsed by DET.                                                                     |
Manager Tip Sheet

“Standard” annual leave

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tip</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>✍️</td>
<td>Make leave planning part of your normal departmental communication to promote a culture of leave taking</td>
<td>Access Rostering Best Practice courses / resources</td>
</tr>
<tr>
<td>??</td>
<td>Before the end of each year, start planning your departmental leave roster for the coming 12 months</td>
<td>Talk to your HR Consultant</td>
</tr>
<tr>
<td>✓</td>
<td>Schedule all your staff to have at least 4 weeks annual leave each year. This should be based on your service needs and can take into consideration, where possible, individual requests for particular leave dates in the coming year</td>
<td>Refer to the awards (LINK)</td>
</tr>
<tr>
<td>📅</td>
<td>Put it in a calendar in advance and clearly communicate it to, and discuss it with, your team</td>
<td></td>
</tr>
<tr>
<td>⌨️</td>
<td>Allow for swaps between colleagues, if it can be accommodated</td>
<td></td>
</tr>
<tr>
<td>☀️</td>
<td>Take into account and plan ahead for low-activity periods, when more staff can take leave (over the Christmas period or when there is a conference on)</td>
<td></td>
</tr>
<tr>
<td>🌊</td>
<td>Take into account and plan ahead for high-activity periods, when fewer staff can be on leave (over the busy winter period)</td>
<td></td>
</tr>
<tr>
<td>🎓</td>
<td>Regularly review the annual leave balances of your team, through StaffLink Manager Self Service (MSS)</td>
<td>StaffLink – MSS User Guide (LINK)</td>
</tr>
<tr>
<td>$$</td>
<td>Discuss with your senior manager and finance contacts which positions have leave relief funding built into your budget allocation</td>
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</tbody>
</table>

Additional Annual Leave

| $$ | Explain to your staff that they have the option of receiving a cash payment for their “additional annual leave”. | Refer to the awards and IB 2015_045 Cashing out Accrued Additional Annual Leave (LINK) |
| ✓ | Discuss with your staff the option of electing to receive payment each pay period for monetary value of public holidays and Sunday shifts, rather than electing additional annual leave | Refer to the awards (LINK) |
| 💡 | Remind your staff of the StaffLink Fact Sheet on how to cash out and elect through StaffLink Employee Self-Service. A few clicks and it can be all sorted. | Refer to the StaffLink Fact Sheet page (LINK) |
### Excessive Annual Leave (EAL)

| $$$ | Seek advice from Finance so that you understand the EAL financial liabilities on your cost centre | Talk to your Finance contact |
| 🎉 | Regularly review the EAL balances for your team, through StaffLink Manager Self Service (MSS) | StaffLink – MSS User Guide (LINK) |
| 🎉 | Access the detailed EAL reports for your cost centre, via your senior manager | Refer to ORBIT XXX (LINK) |
| 🔍 | Ensure that you use the opportunity at a performance development review meeting to confirm and agree on an EAL reduction plan for the year ahead. Set a goal together to achieve this. | |
| 📂 | Arrange individual meetings with all employees with EAL. Explain the “Excessive Annual Leave Management” principles and the NSW Health EAL reduction expectations | |
| 🚀 | Make an agreement about how they are going to reduce their EAL total | |

Work together on ideas & strategies to reduce the EAL balance:
- schedule a longer break over closedown periods
- prior to an employee reducing their hours, make arrangements for a reduction in their EAL prior to commencing the reduced hours arrangements
- seek approval to increase part-time staff to full-time for a period, and reduce annual leave each week across the non-work days
- arrange for every second Friday or every Monday to be an annual leave day for a few months, depending on service need
- take a further one week of leave every 3 months
- reduce 12 weeks annual leave over a 12 month period
- consider what portions of the total EAL balance is “additional” and can be considered for encashment
- take advantage of the annual opportunity to change election
- require the use of annual leave before any leave without pay is approved
- discuss the opportunity for staff proceeding on maternity leave to combine periods of annual leave with their period of maternity leave
- for high amounts of excessive leave you may need to utilise a longer-term plan

Draw up an EAL Reduction Plan
- This can be developed by the manager, in discussions with the staff member concerned
- Where possible, this should be a mutually convenient arrangement and agreed to by both parties reasonably

Send a memo to confirm the discussion and what is expected

Continue to monitor and review the EAL Reduction Plan to ensure it is being followed and that accruals remain at an acceptable level

If, for a particular reason, an agreement is unable to be reasonably reached, you may need to continue discussions and may need to direct employees on leave

Arrange a further meeting within the next 2 weeks to enable an EAL reduction plan to be developed together to ensure that leave accruals are reduced to an acceptable level

Send a further memo to confirm the additional discussions held and what is expected

If, in unfortunate circumstances, an employee refuses to participate and will not work together to develop an EAL reduction plan, managers can develop a plan and direct employees to take annual leave with appropriate notice (minimum of one month)

Send a final memo advising of the leave scheduled for the employee

?? If there are any further issues you should seek advice from Workforce Services. For example: if an employee refuses to take the direction to proceed on annual leave, after appropriate discussions have been held, it may be appropriate to manage the circumstances in line with the relevant consultative and misconduct processes

Talk to your HR Consultant
### Staff moving positions within SESLHD with high annual leave balances

| ✔️ | Use the change in positions as an opportunity for an employee to reduce their annual leave balance and to have a break in between roles |
| 🚭 | Staff with excessive annual leave balances should be encouraged to take leave with the existing facility / service prior to commencing in the new position |
| ☀️ | Discuss options with the successful candidate to attempt, where possible, to minimise the leave liability they will transfer / bring across from their current role:  
  - consider delaying their start date, and asking the individual to take annual leave before they commence in the new role  
  - reminding them of the option of “additional leave encashment”  
  - making an EAL Reduction Plan to reduce their balance transferred from the previous facility / service, immediately upon commencement in the new role |

### Recruiting new staff with high annual leave balances within NSW Health

- Remember that employees moving between divisions of the NSW Health Service retain the same employer. Therefore all leave entitlements are to be transferred and “normal” annual leave balances cannot be paid out.
- You cannot use an EAL balance as a decision not to appoint a successful candidate. Merit principles should be applied.
- However, prior to commencement, when discussing the start date of the successful candidate you must enquire about their EAL balance.

**Discuss options with the successful candidate to attempt, where possible, to minimise the leave liability they will bring to SESLHD:**

- consider delaying their start date, and asking the individual to take annual leave with their current Local Health District (LHD) or Specialty Network (eg: NSW Pathology) before they separate from their prior role
- reminding them of the option of “additional leave encashment” prior to leaving their other LHD/Specialty Network
- making an EAL Reduction Plan to reduce their balance transferred from the previous facility / service, immediately upon commencement with SESLHD

### Recruiting new staff with high annual leave balances from a NSW government sector service

- Individuals ceasing employment in one NSW government sector and immediately commences in another can elect to be paid the monetary value of accrued annual leave on termination, or have their entitlement transferred to the new employer.

**$** If an individual elects to transfer their annual leave entitlement and they have in excess of 40 days, SESLHD can require them to take payment for the leave in excess of 40 days and only transfer over the remaining balance.

**🏠** Where the employee elects to transfer their entitlements, SESLHD is to be paid funds equivalent to the value of accrued entitlements from the transferring NSW government sector service.

**💡** Discuss options with the successful candidate to attempt, where possible, to minimise the leave liability they will bring to SESLHD:

- consider delaying their start date, and asking the individual to take annual leave with their current NSW government sector service before they separate from their prior role
- reminding them of the option of “additional leave encashment” prior to leaving their other LHD
- making an EAL Reduction Plan to reduce their balance transferred from the NSW government sector service, immediately upon commencement with SESLHD.
### Annual Leave and Excessive Annual Leave Management

**SESLHDPR/ 436**

#### Process Map

<table>
<thead>
<tr>
<th>ACTION</th>
<th>WHAT</th>
<th>RESOURCE</th>
</tr>
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<tbody>
<tr>
<td>Identify staff with Excessive Annual Leave</td>
<td>Review Excessive Annual Leave Report, run a report or view staff leave balances in Stafflink – Manager Self Service</td>
<td>StaffLink – MSS User Guide</td>
</tr>
<tr>
<td>Advise employee of their excess leave status</td>
<td>Arrange meeting with employee</td>
<td>SESLHDPR/436_Annual Leave and Excessive Annual Leave Management</td>
</tr>
<tr>
<td></td>
<td>Discuss with employee the importance of taking leave</td>
<td>Manager Toolkit - Tip Sheet (Appendix 1 – SESLHDPR/436)</td>
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<tr>
<td></td>
<td>At conclusion of meeting issue memo to employee to confirm the discussion and what is expected of them</td>
<td>Manager Toolkit - Holding Conversations (Appendix XX – SESLHDPR/436)</td>
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<tr>
<td></td>
<td>Employee develops action plan</td>
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<tr>
<td></td>
<td>Employee provides action plan to reduce leave within two weeks of meeting</td>
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<td></td>
<td>Manager monitors to ensure action plan is implemented and leave reduced</td>
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**If Action plan not received within given timeframe**

| Follow up development of action plan | Arrange second meeting to discuss their failure to develop an Action Plan | Template Memo 1b (Appendix 4 SESLHDPR/436) |
| | If the employee indicates that they are willing to develop an Action Plan provide them with an extension of one week | |
| | Employee develops action plan | |
| | Employee provides action plan to reduce leave within one week of meeting | |
| | Manager Monitors to ensure action plan is implemented and leave reduced | |

**If Action plan not received within given timeframe or employee indicates they are not willing to develop a plan**

| Employee directed on leave | Manager to develop plan that allows reduction of leave in line with service delivery requirements | Template memo 2 (Appendix 5 SESLHDPR/436) |
| | Send Letter to employee directing them on leave | |

**Employee refuses to take a direction to proceed on leave or attends for duty when leave is scheduled**

| Employee directed on leave | Manager discusses with employee the direction to take leave and the consequences of failure to follow a lawful directive | PD2014_042 Managing Misconduct |
| | Manager commences disciplinary process | HR Consultant Contact |
Employee Name: | Assignment No:  
---|---
Position Title: | Department:  
Facility: | Cost centre No:  
Full-time / part-time (incl. normal working hours) | Permanent / Temporary (incl. end date)  
As discussed, your Annual Leave Balance as at ________ (date) is considered excessive (\#)  
Your current total annual leave balance (including pro-rata) as at ________ (date) is: ______ hours, ______ days, ______ weeks  
Your current Excessive Annual Leave balance as at ________ (date) is: ______ hours, ______ days, ______ weeks  
Your projected annual leave balance to ________ (date) will be: ______ hours, ______ days, ______ weeks  
It is expected that your excessive annual leave balance is to be reduced (by XX % from 2015 - 2017) or preferably by at least XX% by the end of <<MONTH, YEAR>>. In discussions, we have agreed on the following leave plan:  
Reduction target by ________ (date): ______ hours, ______ days, ______ weeks ______ % annually  
Planned Annual Leave to be taken:  
<table>
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<th>From</th>
<th>To</th>
<th>Days / Hours</th>
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<tr>
<td>/ /</td>
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<td>_____ hours, _____ days</td>
</tr>
</tbody>
</table>
Manager’s Name & Signature:  
Employees Signature:  
Comments  

(\#) South Eastern Sydney Local Health District has determined that six (6) weeks of annual leave “or more than 30 days” entitlement is excessive. Refer to: District Procedure PR XXXX “Managing Annual Leave and Excessive Annual Leave”  
Completed agreements should be kept in the local Departmental management file.
memo

[Division]
[Branch]

TO [Enter Employee Name]
FROM [Enter Manager / Department Name]

TEL DATE

SUBJECT Excessive Accrual of Annual Leave

In our meeting on <<date>> we discussed that the StaffLink records indicate that you have a current annual leave balance (including pro rata leave) of <<enter annual leave accrual in hours>> hours (ie. <<convert time to weeks, eg 23 weeks>>).

In accordance with your Award and the Annual Holidays Act (1944), annual leave must be taken within six months of it falling due. At this stage South Eastern Sydney Local Health District has determined that six (6) weeks of annual leave “or more than 30 days” entitlement is excessive.

It is considered that your current annual leave balance is excessive and therefore necessary for you to reduce this balance to a reasonable level.

I am sure you can appreciate that the accumulation of such excessive leave balances can have an adverse effect not only on service delivery within our department, but also on your overall health and wellbeing.

At the meeting your annual leave reduction plan was discussed and mutually agreed in principle. You should now finalise the excessive annual leave reduction plan. Please submit your leave reduction plan together with your leave application form<<or forms relevant to agreed period>> within two (2) weeks of this advice.

If you wish to discuss further, please feel free to contact me.

<<Manager signature, name, title>>
In our meeting on <<date>> we discussed that the Stafflink records indicate that you have a current annual leave balance (including pro rata leave) of <<enter annual leave accrual in hours>> hours (ie. <<convert time to weeks, eg 23 weeks>>). It is considered that your current annual leave balance is excessive and therefore necessary for you to reduce this balance to a reasonable level.

At the meeting your annual leave reduction plan was discussed and mutually agreed in principle. Further to our meeting of <<date>> you were formally asked to submit your leave reduction plan together with your leave application form(s) within two (2) weeks. To date I am yet to receive the plan and your leave form(s). I am extending the deadline for the completing of the plan for a further week.

If you do not provide me with an acceptable plan to reduce your Annual Leave balance by <<date>> I will be taking action to direct you on to Annual Leave, under the provisions of District Procedure PR XXX.

If you wish to discuss further, please contact me.

<<Manager signature, name, title>>
memo

Appendix F – Memo 2

[Division]
[Branch]

TO [Enter Employee Name]

FROM [Enter Manager / Department Name]

TEL

DATE

SUBJECT Excessive Accrual of Annual Leave

In our meeting/s on <<date>> and <<date (if applicable)>> we discussed that StaffLink records indicate that you have a current annual leave balance (including pro rata leave) of <<enter annual leave accrual in hours>> hours (ie. <<convert time to weeks, eg 23 weeks>>).

It was agreed that you will submit your agreed excessive annual leave reduction plan together with your application form. To date, you have neither provided me with a copy of the agreed plan and relevant leave application form(s) nor discussed this with <<myself>> <<or insert supervisor’s name if appropriate>>.

As you have not provided a balance reduction plan, I have developed the attached plan.

You are therefore directed to proceed on annual leave effective for the periods *(ensure that at least 1 month notice, from start of annual leave date, is provided)*

- <<Date>> until <<Date>>
- <<Date>> until <<Date>>

If you wish to discuss further, please contact me.

<<Manager signature, name, title>>