

Policy Name: Annual Leave

Policy Number: 2.02

Date: February 2023

POLICY STATEMENT:

JC Steele believes that its employees will benefit from scheduled leave time to enjoy relaxation and recreation and return to work rejuvenated. It is the policy of JC Steele to comply with all legislative requirements in regard to Annual Leave.

PROCEDURES:

1. Eligibility

- a. All permanent full time and part time employees are eligible to receive paid Annual Leave, in accordance with the National Employment Standards. Casual employees are not entitled to paid Annual Leave.
- b. Permanent full time employees are entitled to twenty days (20) paid Annual Leave for each full year of service. Permanent part time employees are entitled to the appropriate pro rata amount of Annual Leave.
- c. Although probationary employees will accrue Annual Leave hours, they will not normally be eligible to take Annual Leave during their probationary period unless approved by the Managing Director.

2. Annual Leave Accruals

- a. Eligible employees accrue Annual Leave progressively, on each pay day, according to the employee's ordinary hours of work.
- b. Annual Leave accrual will not be earned during any period in which the employee is on an unpaid leave of absence.

3. Annual Leave Scheduling

- a. JC Steele may impose one business close down in any period of twelve (12) months, during which all employees are required take all or some of their annual leave. Typically, this occurs at the Christmas / New Year period where the close down time includes paid public holidays as well as use of accrued annual leave days. JC Steele will provide exact closing dates to employees with at least four (4) weeks' notice of this mandatory close down period.
- b. Employees who have not accrued the necessary Annual Leave by the shutdown date will automatically use all Annual Leave accrued and will take the remaining portion of the days as unpaid leave.

- c. Each employee has the responsibility to ensure that Annual Leave absences do not disrupt the operation of the business. All Annual Leave must be taken only with the approval of the Managing Director.
- d. If any conflicts in scheduling should arise, they will be resolved with regard to when the request was made.

4. Excessive Annual Leave

- a. It is the policy of JC Steele that all employees take their accrued Annual Leave regularly in order to relax and rejuvenate. It is the preference of JC Steele that each employee take their full accrued Annual Leave annually. Employees will only be permitted to accumulate accrued Annual Leave into the following year, with approval from the Managing Director.
- b. Where an employee's Annual Leave has accumulated without prior arrangement, JC Steele reserves the right to direct an employee to take a period of Annual Leave with reasonable notice. Employees are expected to comply with any direction to take a period of leave.
- c. Should an employee fail to submit an Annual Leave form after being requested to do so, the Managing Director may schedule Annual Leave for an employee and enforce this paid time off.

5. Annual Leave Exceptions/Adjustments

- a. When a public holiday falls within an employee's Annual Leave, the public holiday is not considered to be an Annual Leave day, and Annual Leave entitlement usage will not include the public holiday.
- b. Employees who become seriously ill or injured during an approved Annual Leave period may use any available Personal Leave in lieu of Annual Leave, subject to the provision of a medical certificate for the affected period. In the event that Annual Leave has been pre-paid, any Annual Leave entitlement will be reinstated, and Personal Leave entitlements reduced accordingly.
- c. It is the policy of JC Steele that no employee will enter into a 'negative leave' balance. Any employee taking more leave than they have accrued will be deemed to be on unpaid leave.

6. Annual Leave Pay upon Termination of Employment

- a. In cases of termination of employment, for whatever reason, eligible employees will receive payment for all earned, unused Annual Leave within their final pay.
- b. If terminating employees have taken Annual Leave prior to earning it, an appropriate deduction from the unearned Annual Leave taken will be made from their final pay.
- c. Leave cannot form part of any notice period. If the employment is terminated for whatever reason, the notice period will not include any period of Annual Leave.

7. Annual Leave Applications

- a. Employees wishing to avail themselves of Annual Leave outside any mandatory close down period must complete and submit a Leave Request to their supervisor in Xero at least two (2) weeks prior

to the start of the requested period of leave. In exceptional circumstances leave requests may be granted without the required notice period.

- b. If the leave request is granted, the supervisor will approve and sign the leave form and provide the employee with a copy of the approved form. Employees should not make confirmed arrangements until they have received this approval confirmation in writing.
- c. JC Steele endeavors to approve all other Annual Leave requests; however, approvals are subject to business demands, schedules, other staff on leave and other factors. JC Steele will endeavor to work with an employee whose Annual Leave request is refused to identify an alternative suitable leave time. JC Steele will not accept any responsibility, financial or otherwise, for any employee who confirms travel arrangements prior to receiving formal approval of their leave dates by way of a signed and approved leave request form.
- d. If an Annual Leave request is denied, any claim of sick leave or compassionate leave (or other leave) that coincides with the dates originally requested as Annual Leave will automatically require evidence to support a claim for other leave and may be investigated. If fraudulent behavior is uncovered this may lead to formal disciplinary action including possible termination of employment.
- e. Employees are required to make all requests for leave in Xero. Likewise, requests for Annual Leave will be approved or denied by the employee's supervisor in Xero, and stored in Xero for reference.