

<b>POS</b>	<b>TAKING OF ANNUAL LEAVE AND LONG SERVICE LEAVE</b>	<b>PSFCS20</b>
------------	--	----------------

<b>POSITION STATEMENT CODE:</b>	PSFCS20
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Human Resources
<b>SERVICE UNIT:</b>	Human Resources
<b>RESPONSIBLE OFFICER:</b>	Manager, Human Resources
<b>FILE NO.:</b>	182/002
<b>DATE FIRST ADOPTED:</b>	18 January 2005
<b>DATE LAST REVIEWED:</b>	29 May 2019
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	6

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012 23 May 2013 28 November 2014	2 June 2015 24 November 2016
OCM:	14 August 2008 14 June 2012 13 June 2013	11 December 2014 11 June 2015

**BACKGROUND:**

The City of Cockburn manages its outstanding Annual Leave and Long Service Leave liabilities to ensure that employees take appropriate breaks and so that the City does not have a high financial liability.

**PURPOSE:**

The purpose of this position is to ensure that all employees of the City of Cockburn take their annual leave and long service leave in a planned way within the time frames prescribed.

**POSITION:**

1. Annual Leave

- (a) At any time the employee should have no more than eight weeks leave due to them.
- (b) Should an employee wish to accrue more leave than that provided for above, a request must be submitted to the Chief Executive Officer for approval. At the time of approving such a request the Chief Executive Officer may stipulate that the extra leave be taken by a specified date.
- (c) Employees with twenty-five years of continuous service or more with the City of Cockburn will be granted an additional one week of leave

POS	TAKING OF ANNUAL LEAVE AND LONG SERVICE LEAVE	PSFCS20
-----	---	---------

for each year of further service, increasing the annual leave accrual rate from 4 weeks to 5 weeks per annum upon reaching this length of service. Additional annual leave is to be taken in accordance with this policy.

- (d) Annual leave may be cashed out with agreement of the CEO, providing that the cashing out of leave does not contravene the Fair Work Act 2009 (Commonwealth) or subsequent amendments. Any cashing out of leave can only be done at the written request of the employee. The Fair Work Act 2009 currently requires employees to retain an annual leave balance of four weeks after any cashing out.
- (e) Where the employee does not take the leave, cash out the leave or gain approval to defer the leave, he/she may be directed to take any leave in excess of eight weeks and may be deemed to be on that leave until the balance has fallen below four weeks entitlement.

## 2. Long Service Leave

- (a) Notwithstanding the provisions of the Local Government (Long Service Leave) Regulations, the City of Cockburn will allow an employee a period of up to two years after their Long Service Leave has become due to clear that leave. However, should an employee wish to carry over any portion of their entitlement after that two-year period, a request must be submitted to the Chief Executive Officer for approval. At the time of approving such a request, the Chief Executive Officer may stipulate that the unused leave be taken by a specified date.
- (b) Where the employee does not take the leave or gain approval to defer the leave, he/she may be directed to take any excess leave and be deemed to be on that leave until the entitlement has expired.