ANNUAL LEAVE PROCEDURE

SCOPE

This procedure is applicable to fixed-term and continuing academic, professional and trades and services staff, herein collectively referred to as ‘you’ for the purpose of this procedure. It does not apply to casual or sessional staff or unpaid adjunct/honorary appointees.

PROCEDURE STATEMENT

Eligible staff of the University (‘us’, ‘our’ or ‘we’) accrue annual leave entitlements in accordance with the relevant workplace agreement. This procedure specifically relates to annual leave entitlements and the management of the accrual and taking of such leave.

1. Applying for annual leave

1.1 If you wish to take annual leave, you should firstly discuss the proposed timing of the annual leave with your supervisor. In approving the annual leave, your supervisor should consider the operational implications of you being absent from the University during this time and how to ensure that your absence will have minimal impact on the operations of the work unit.

1.2 If you are an academic staff member, you may elect to make an annual declaration that you will take your full annual leave entitlement for a calendar year during the course of that year, rather than applying for annual leave on each occasion that you take it. The terms and conditions of this arrangement are outlined in the section entitled Academic annual leave declaration below.

1.3 If the proposed timing is agreed with your supervisor, you should then apply for annual leave online through ESS. In exceptional circumstances where there is no online facility available, an Application for Leave form can be submitted to your supervisor for approval, and then forwarded to hr@monash.edu or Monash HR, Monash University VIC 3800.

1.4 The period of leave is to be recorded as commencing on the next working day after duties cease and as ending on the working day prior to your return to duty. The amount of leave taken is to be recorded as the sum total of the working days/fractions of days ordinarily worked by you, excluding any University holidays, during the leave period.

1.5 All leave approvals are subject to verification by Monash HR that you have an entitlement to the claimed leave.

1.6 If you work part-time, you must ensure that the specified annual leave days that you apply for are the same as those listed in your work schedule. If a work schedule is not in place or has changed, an updated schedule should be submitted to hr@monash.edu. Work schedules are available via the HR Forms website.

1.7 The amendment or cancellation of an application for annual leave is to be processed through ESS.

2. Annual leave entitlements

2.1 Your annual leave entitlements are outlined in the relevant workplace agreement. The applicable Enterprise Agreement clauses are:

<table>
<thead>
<tr>
<th>Academic and Professional Staff</th>
<th>Trades and Services Staff</th>
<th>Monash University Enterprise Agreement (Trades and Services Staff) 2009</th>
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<tbody>
<tr>
<td>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</td>
<td>Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009</td>
<td>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</td>
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</table>

Clause 15 - Performance-Based Contracts (PBCs)
Clause 16 - Mode of Employment
Clause 36 - Annual Leave
Schedule 3 (a) - Leave Entitlements: Annual Leave
Schedule 6, section 1 - Application of Leave: Application of Annual Leave and Annual Leave Loading
Clause 15 - Part-time Employment
Clause 62 - Leave Entitlements of Seasonal Staff
Schedule 3(a) - Leave Entitlements: Annual Leave
2.2 Where you are employed on a part-time basis, you will receive annual leave entitlements on a pro-rata basis and will take leave at your fraction of employment as at the commencement of the leave period.

3. Annual leave loading

3.1 Annual leave loadings are determined in accordance with the relevant workplace agreement. The applicable provisions in each of the Enterprise Agreements are as follows:

- Clause 25 of the Monash Enterprise Agreement (Academic and Professional Staff) 2014
- Schedule 6, section 1 of the Monash University Enterprise Agreement (Building and Metal Trades Staff) 2009
- Schedule 5, section 2 of the Monash University Enterprise Agreement (Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005

4. Annual leave management

4.1 Each year, 20 days annual leave (pro-rata) should be taken and all leave should be taken within the period of an appointment, where possible.

4.2 Excess annual leave will be managed in accordance with the Excess Annual Leave Procedure.

5. Annual leave balance

5.1 Annual leave balances can be viewed through ESS. Leave can be projected for up to four months in the future to assist with planning of annual leave.

6. Shift work - accrual of additional leave

6.1 In certain circumstances, shift workers may accrue additional annual leave. For further information, consult the following provisions in the relevant Enterprise Agreement:

- Clause 36.2 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014
- Schedule 3(a) of the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005

7. Exchange of annual leave loading for extra holidays

7.1 You may elect annually to exchange your annual leave loading for an extra 3.5 days of annual leave. The applicable clauses in the Enterprise Agreements are:

- Clause 32 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014
- Schedule 6, section 1 of the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009
- Schedule 5, section 2 of the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005

7.2 You may apply in January each year to exchange your annual leave loading for annual leave via the Application for exchange of annual leave loading for extra leave form [online].

8. University holidays whilst on annual leave

8.1 No deduction will be made from your annual leave balance for University holidays that fall during a period of annual leave. The applicable clauses in the Enterprise Agreements are:

- Clause 41.3 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014
- Clause 50.2 of the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009
- Clause 41.2 of the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005
9. Annual leave declaration process

9.1 In November each year, if you are an academic staff member, you are eligible to participate in the annual leave declaration scheme wherein you declare that you will take your full annual leave entitlement for the forthcoming year from your first expected working day after the University's annual closedown rather than applying for annual leave on each occasion that you take it.

9.2 This is provided that you are prepared to agree to the following conditions:

- Your full annual leave entitlement for the forthcoming calendar year will be deemed to be taken from your first expected working day after the University’s annual closedown unless otherwise discussed and agreed with your supervisor. Details of such agreement are to be provided to Monash HR for recording.
- Where your dates differ to the above and are agreed with your supervisor, you must make a record of your dates of annual leave and provide this information to Monash HR for recording.
- Your annual leave balance must not be in excess of 30 days (pro-rata) as at 31 December of the year the declaration is made.
- If you are the subject of performance management or disciplinary action, you may not be eligible for this scheme.
- Any annual leave of 30 days or less (or pro rata thereof for part-time staff) that was accrued up to 31 December of the year the declaration is made will remain as part of your annual leave balance. You may either apply to use this annual leave through ESS or the entitlement will be paid out to you at termination.
- If your employment is terminated during the year, you will inform Monash HR of your absences up to the date of termination. Monash HR will then reconcile your leave entitlements accordingly.
- If you take a period of parental leave during the year, you will not be permitted to top-up your 60% parental leave entitlement with any annual leave that is subject to this arrangement (as otherwise allowed in the Pre-natal and parental leave procedure).
- You will not be entitled to apply for advanced payment of annual leave.
- If you are transferred to a new leave and/or performance supervisor during the year, you must inform your new supervisors of the arrangement and provide records of annual leave already taken during the declaration period.

9.3 If you are eligible and do not wish to enter into this arrangement, you can apply for annual leave through ESS as outlined in the How to apply for annual leave section above.

10. Annual leave cash out (academic and professional staff)

Eligibility

10.1 If you are employed under the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (including staff members on a Performance-Based Contract (PBC)), you are eligible to apply to cash out annual leave if you are currently in fixed-term or continuing employment and meet either of the following criteria:

- you have not previously had an application to cash out annual leave granted; or
- you will have excess annual leave (EAL) as at 31 December as a consequence of a fraction of employment reduction subsequent to 30 November in the same year and you make application to cash out by 7 January in the following year.

Application process

10.2 If you are applying for annual leave cash out, you must apply in writing to hr@monash.edu or to Monash HR, Monash University VIC 3800 and the Chief Human Resources Officer will consider your application.

10.3 Applications submitted by PBC staff will also be referred to the Office of the Chief Operating Officer and Senior Vice-President prior to determination.

10.4 You are encouraged to seek financial advice before making an application to cash out annual leave.

Consideration of applications

10.5 In the interests of occupational health and wellbeing, we encourage you to take annual leave in the year in which it accrues. However, consideration will be given to applications to cash out annual leave for the genuine management of excessive annual leave balances or in extenuating circumstances, such as situations of financial hardship.

10.6 Applications will not be granted where:

- less than a week's annual leave (or equivalent thereof for part-time staff) is to be cashed out;
- your annual leave balance will be reduced to less than four weeks (or equivalent thereof for part-time staff) by the cash out of annual leave; and/or
- the cash out is for past rostered and deemed annual leave.
Notification process

10.7 Monash HR will notify you of the outcome of your application.

10.8 No notification of the outcome to PBC staff will proceed until confirmed by the office of the Chief Operating Officer and Senior Vice-President.

10.9 If the application is granted, Monash HR will:

- arrange completion and signature of the relevant prescribed Annual Leave Cash-Out Agreement (the "Agreement") pro forma;
- proceed with the cash out of annual leave in accordance with the Agreement when the Agreement is completed and signed;
- retain the original of the completed and signed Agreement for our records; and
- provide a copy of the completed and signed Agreement to you.

Cash out of annual leave

10.10 The cash out of annual leave will be processed by Monash HR. It will not be superannuable and does not count as service.

11. Annual leave on resignation and termination

11.1 For information on the payment of accrued annual leave entitlements on resignation from the University, refer to the Resignation and Exiting the University Procedure.

12. Breach of procedure

12.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

| ESS | An online Employee Self Service system which provides employees with easy and private access to personal and current employment information held by the University. |
| Head of Unit | Head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee. |
| Performance-Based Contracts | Contracts of employment entered into pursuant to clause 15 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014. |
| Relevant Enterprise Agreement | The relevant Enterprise Agreement that applies to a particular staff member. Clauses relating to this procedure are: Monash University Enterprise Agreement (Academic and Professional Staff) 2014
  - Clause 16 - Mode of Employment
  - Clause 25 - Annual Leave Loading
  - Clause 32 - Exchange of Annual Leave Loading for Extra Leave
  - Clause 33 - Individual Flexibility Arrangements
  - Clause 34 - Definitions and General Conditions
  - Clause 36 - Annual Leave
  - Clause 41 - University Holidays
  - Clause 42 - Christmas/New Year Closedown Arrangements
  - Clause 79 - Higher Duties Allowance
  - Clause 84 - Clinical Loadings
  - Schedule 4 - Part-year, Seasonal and Annualised Hours Terms
Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009
  - Clause 29 - Payments of Salaries and Deductions
  - Clause 50 - Leave Entitlements
  - Clause 51 - Holidays and Christmas/New Year Closedown Arrangements
  - Schedule 3(a) - Application of Leave: Annual Leave
  - Schedule 6, section 1 - Application of Annual Leave and Annual Leave Loading, Schedule 5 |
Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005

- Clause 15 - Part-time Employment
- Clause 29 - Payment of Salaries and Deductions
- Clause 41 - Leave Entitlements
- Clause 42 - Holidays and Christmas/New Year Closedown Arrangements
- Clause 62 - Leave Entitlements of Seasonal Staff
- Schedule 3(a) - Application of Leave: Annual leave
- Schedule 5, section 1 - Application of Annual Leave
- Schedule 5, section 2 - Annual Leave Loading

Staff
For the purposes of this procedure, means a person employed by the University on a continuing or fixed-term basis.

Supervisor
The person who is responsible for the day-to-day supervision of the employee.

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<th>GOVERNANCE</th>
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<tbody>
<tr>
<td>Parent policy</td>
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<td>Supporting schedules</td>
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</table>
| Associated procedures | - Excess Annual Leave  
- Resignation and Exiting the University  
- Types of Leave (All) |
| Procedure forms | - Application for Leave form (if no access to ESS)  
- Application for exchange of annual leave loading for extra leave form |
| Legislation mandating compliance | |
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| Endorsement | Director, Workplace Relations - 16 November 2015 |
| Procedure owner | Director, Workplace Relations |
| Date effective | 19 October 2018 |
| Review date | 16 November 2018 |
| Version | 6 |
| Content enquiries | ask.monash or phone Monash HR on (03) 990 20400 |