

# EXCESS ANNUAL LEAVE PROCEDURE

## SCOPE

This procedure applies to professional and academic staff of Monash University on a continuing or fixed-term basis, including staff on Performance Based Contracts, herein collectively referred to as 'you' for the purpose of this procedure, but excludes staff described under clause 5(a)-(c) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.

Trades and Services staff should refer to the relevant [Enterprise Agreement](#) for details on annual leave management.

For the purposes of this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

## PROCEDURE STATEMENT

The purpose of this procedure is to facilitate the operation of the excess annual leave (EAL) provisions in accordance with the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.

### 1. You receive a notification from Monash HR

1.1 If you have accrued annual leave and you have reached or exceeded the maximum permissible limit of 30 days (or pro rata thereof for part-time staff) prior to the commencement of the Christmas/New Year closedown period, you will receive an e-mail notification from Monash HR advising that:

- your annual leave balance has reached or exceeds the maximum permissible limit;
- all annual leave accrued in excess of the maximum permissible limit as at 31 December constitutes EAL;
- if you have not submitted to the University by the following 7 January an annual leave application that will eliminate that EAL by no later than the following 30 June, you will be liable to be rostered and deemed to be on annual leave from your first working day on or after 7 January of the following year until your annual leave balance is reduced to 20 days (or pro rata thereof for part-time staff).

### 2. Your supervisor meets with you to discuss an excess annual leave management plan

2.1 Monash HR will advise your supervisor via an email notification, that you have reached EAL.

2.2 Your supervisor will then meet you to discuss the EAL and prepare an excess leave management plan with you. In approving the annual leave, your supervisor should consider the operational requirements of you being absent from the University during this time and how to ensure that the absence will have minimal impact on the operations of the work unit.

2.3 You may apply to eliminate your EAL by submission of an application for annual leave via ESS.

2.4 Applications for annual leave to eliminate EAL by 30 June of the following year will ordinarily be approved. Applications for annual leave to eliminate EAL after 30 June of the following year will ordinarily not be approved other than in exceptional circumstances.

### 3. Rostered and deemed annual leave

3.1 Where you have not applied by 7 January of the following year for annual leave to eliminate your EAL and you are rostered and deemed to be on annual leave, you will be unavailable to be directed to undertake your work duties until the conclusion of your rostered and deemed annual leave.

## 4. Cash out of annual leave

- 4.1 If you are an academic or professional staff member, you may make an application to the Chief Human Resources Officer or nominee to cash out annual leave in accordance with clause 40.5(e) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019. Please refer to the [Annual Leave procedure](#) for further details.

## 5. Breach of procedure

- 5.1 Monash treats 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

EAL	Annual leave which is accrued beyond the maximum permissible limit of 30 days (or pro rata thereof for part-time staff).
Enterprise Agreement	The Enterprise Agreement means the <a href="#">Monash University Enterprise Agreement (Academic and Professional Staff) 2019</a> . Clauses relating to this procedure include: <ul style="list-style-type: none"><li>• <a href="#">Clause 5 – Application and Parties Bound</a></li><li>• <a href="#">Clause 15 – Performance-Based Contracts</a></li><li>• <a href="#">Clause 40.5 – Annual Leave</a></li></ul>
ESS	An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University
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 staff member.

## GOVERNANCE

Parent policy	<a href="#">Leave and wellbeing</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"><li>• <a href="#">Types of Leave (All)</a></li></ul> <b>Procedure forms</b> <ul style="list-style-type: none"><li>• <a href="#">ESS</a> or the <a href="#">Application for Leave and Special Leave [Online]</a> form</li></ul>
Legislation mandating compliance	
Category	Operational
Approval	Chief Operating Officer – 1 December 2020
Endorsement	Chief Human Resources Officer – 11 October 2020
Procedure owner	Chief Human Resources Officer
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Review date	2 December 2023
Version	9.1 ( <i>minor amendments effective on 30 June 2021</i> )
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400