

<b>POLICY:-</b>	
Policy Title:	Leave Policy
File Reference:	F10/618-06
Date Policy was adopted by Council initially:	16 June 2011
Resolution Number:	230/11
Other Review Dates:	16 June 2011; 19 June 2014, 16 June 2016; 21 November 2019
Resolution Number:	230/11; 180/14, 170/16; 343/19
Current Policy adopted by Council:	16 November 2023
Resolution Number:	221/23
Next Policy Review Date:	2026

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Chief Executive Officer
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Manager Human Resources

## **BACKGROUND**

Upper Lachlan Shire Council recognises the importance of work-life fulfilment.

Council encourages and supports all leave types provided under the Local Government (State) Award and promotes the positive impact taking leave has on the health and well-being of our people.

## **DEFINITIONS**

For definitions of key terms within this policy, employees should refer to the Local Government (State) Award. This can be found on Council's intranet.

## **POLICY**

Council will comply with leave provisions of the Local Government (State) Award.

Upper Lachlan Shire Council will endeavour to, where possible, approve leave requests with a view to best accommodate personal, family, work and community commitments, without compromising the achievement of Council's business objectives and meeting daily operational work requirements.

Except in special circumstances, all leave requests are to be approved by the relevant staff Supervisor, Manager or Director prior to the leave being taken.

## **GENERAL PROVISIONS RELATING TO LEAVE**

Annual Leave and Long Service Leave (scheduled leave) is to be taken as soon as is mutually convenient to the employee and Council, for a period agreed between the employee and Council.

Subject to the Award, employees may be directed to take annual leave, where Council is being closed down for a period such as Christmas and New Year and the employee is given at least four (4) weeks' prior notification.

Applications for leave on half pay are to be referred for approval to the relevant Department Director.

Cashing out of leave is not encouraged and may only be approved the Council Chief Executive Officer.

Prior to accessing paid leave, employees are to ensure any Time In Lieu (TIL) accruals are exhausted.

Recrediting of leave due to illness or injury will be determined by the Council Chief Executive Officer in accordance with the requirements outlined in the Local Government (State) Award.

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## **MANAGING EXCESSIVE LEAVE BALANCES**

Council acknowledges the benefits of taking regular extended breaks from work and how it promotes good physical and mental health in the workplace and improves people's work-life balance, which helps reduce stress and unscheduled absences.

Upper Lachlan Shire Council encourage the taking of regular breaks from work each year. Employees are responsible for ensuring that they use an adequate amount of leave each year.

Council's commitment to the health and well-being of its employees is the primary reason underpinning any action taken to manage excessive leave balances.

Employees with more than 40 days (8 weeks) accrued annual leave (pro-rata based on the contracted hours for part-time employees) at any time, may be directed, with four weeks' notice, to take up to two (2) weeks accrued annual leave.

Employees will be encouraged to take long service leave within five (5) years of it falling due. Employees with balances not taken within five (5) years of the accrual may be directed, with four weeks' notice, to take up to 6.5 weeks accrued long service leave.

## **LEAVE WITHOUT PAY**

Council recognises that circumstances sometimes arise where an employee needs to be absent from work but has insufficient accrued leave entitlements to do so. Employees who have no entitlement to paid leave for the period of their proposed absence may request leave without pay.

The granting of this leave is at the discretion of Council. Only employees who have no entitlement to paid leave for the period of their proposed absence may apply for leave without pay. The period of approved leave without pay is at Council's absolute discretion and the leave can be cancelled at any time by the Council for operational reasons.

Leave without pay is considered *Special Leave* under the Local Government (State) Award.

Leave without pay is not considered service, therefore periods of approved leave without pay will not accrue leave entitlements and public holidays occurring during the period of approved leave without pay will also be unpaid.

## **RELEVANT LEGISLATION AND COUNCIL POLICIES**

The following legislation and Council policies that are relevant to this Policy include:-

- Flexible Work Arrangements Policy & Procedure;
- Delegations of Authority Procedure;

## LEAVE POLICY

Adopted:

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- Local Government (State) Award;
- Workplace Relations Act 2008;
- Leave Procedure;
- Parental Leave Procedure.

### **VARIATION**

Council reserves the right to vary or revoke this Policy.