

General Principles
HACC Standard 5
AQTF Standard 4
Review date:

Policy Number: SE14
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Attachments:

POLICY REGISTER

Subject: Extra leave policy Draft
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Primary Responsibility:

All Board members, Management team

Policy Statement:

WSCF is committed to offering staff the best possible employment conditions we can afford, and which wont impact on our ability to achieve our goals.

Procedure:

One option for improved conditions is purchased leave. Purchased leave allows staff to apply for 1, 2, 3 or 4 weeks leave without pay. Their pay is then averaged across a 12 month period.

An employee participating in the Purchased leave scheme has effectively had the nominated number of weeks leave without pay approved but rather than lose the value of the salary in one period, the employee has obtained approval to spread the salary impact of the unpaid leave without pay over a 12 month period.

Related Policies and Legislation

This procedure is to be read and used in line with relevant legislation, and in line with all other WSCF policies and procedures. See also WSCF Above Award Employment conditions.

48/52 weeks per year working arrangements defined

The 48/52 weeks per year working arrangements (48/52) is a scheme under which a full-time a employee may work 44 weeks of a negotiated 12 month period. An employee participating in the 48/52 scheme has effectively had four weeks leave without pay approved but rather than lose the value of the four weeks salary in one period, the employee has obtained approval to spread the salary impact of four weeks leave without pay over 26 pay periods.

Scope

This procedure is relevant to all permanent full time staff employed by WSCF, who have completed 12 months service.

Entitlement and Arrangements

All full time permanent staff who have completed 12 months service are eligible to apply to the Management Team for approval to take up to four weeks unpaid leave, and receive their remaining annual salary over the full 52 weeks. Applications must be in writing, must first be approved by the worker's supervisor, and consider the following:

- ❑ The needs of the position / project
- ❑ Need to replace the staff member, the cost of this, and the ability to find appropriate replacement staff.
- ❑ The security of the funding of the position / program, and the commitment of the worker to the position for the coming 12 months.

Once approved, the arrangement will start at a mutually agreed time and remain in place for a period of 12 months.

Impact on Entitlements

Staff who negotiate to purchase leave will accrue other entitlements including sick leave, annual leave, long service leave and superannuation at the reduced rate from the nominated start date of the purchase leave period. Leave accrued before the purchased leave period shall be accrued at full time hours.

It is the responsibility of staff to ensure that they understand the impact of purchased leave on their entitlements, including their superannuation.

Annual leave accrued before the purchased leave period begins shall be 'frozen' and not available to be used during the purchase leave period. Such leave shall become available once the staff member returns to normal hours.

Taking Leave

Staff who have purchase leave arrangements in place shall apply for leave on the leave form in the normal way. They shall clearly nominate the type of leave as either Annual leave or Purchased leave. Purchased leave does not attract any leave loading.

Staff who participate in the purchased leave scheme are required to take their annual leave entitlement within the 12 month period, and not accrue their annual leave beyond the 12 month period.

Annual leave and purchased leave shall be applied for and approved as per the Leave procedure, and at a time that is mutually agreeable to both the staff member and the organisation.

Review of arrangements

The purchased leave arrangements will be reviewed on an annual basis by the employee's work area. Towards the end of every 12 month period, the staff member may choose to revert back to normal full-time arrangements. The staff member is required to utilise any unused recreation leave accrued under the purchased leave arrangements before reverting back to normal full-time arrangement.

Termination of employment

A staff member who resigns while on a purchased leave arrangement will be paid for the unexpired period of leave at the appropriate fractional rate based on the credit accrued. Where entitlements have accrued at the full-time rate any termination payments will be made at the full time rate.

Reallocation of workloads

Where a staff member agrees to a purchased leave arrangement, the supervisor will ensure that any reallocation of workloads is the subject of consultation with affected staff member and does not create an unreasonable workload for any other staff member.

Acknowledgements: University of Southern Queensland
www.jobwise.gov.au

Adopted by Board on:

CROSS REFERENCE

- Above Award Employment Conditions
- SE2 Equal Employment Opportunity Policy
- Staff Induction Kit