

SESLHD GUIDELINE COVER SHEET



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SUMMARY	This document provides guidelines for timeframes around the submission, approval, and recording of annual and long service leave.

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Approval of Annual and Long Service Leave Guidelines

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Section 1 – Background

After consultation with unions and associations it was determined that guidelines around the timeframes for approval of annual and long service leave be drafted. To ensure consistency in response times where practicable, the guidelines are to provide a 'reasonable' timeframe for managers to respond to leave applications.

Section 2 – Principles

The principles of these guidelines are to ensure that annual leave and long service leave is applied for consistently and that leave requests where practicable are processed in a timely manner to allow employees opportunity to plan their time off.

The *Annual Holidays Act 1944* provides that annual leave accrued is to be taken within six months of it falling due. It is recognised that there may be, on occasions, sound reasons for deferring the taking of accrued leave entitlements (for example, necessity for key staff to be available for particular duties at specific times). However, annual leave credits of all employees should be regularly reviewed to ensure that, where necessary, leave accrued from previous years is taken without delay.

This provision is binding upon the District unless the particular Award states otherwise. Some NSW Health Services Awards refer to the *Annual Holidays Act 1944* and therefore the provision described above applies. Other Awards set out provisions for the taking of leave, usually that annual leave must be taken within six months of it becoming due but that deferral for a further six months may occur by mutual agreement. Relevant Awards should be checked to determine which provisions are applicable.

Employees should submit an application for leave for appropriate formal approval at least one month prior to the commencement of the leave.

Industry Awards provide for two months long service leave after ten years service and then five months long service leave for each ten years service thereafter.

Employees wishing to apply for long service leave should, at least one month prior to the commencement of the leave, complete an application for long service leave and submit it to the relevant manager.

Section 3 – Responsibilities

Workers are responsible for:

- Formally applying for annual and long service leave through the relevant manager
- Providing adequate notice to the relevant manager of their intention to take leave (at least one month in advance).

Line Managers are responsible for:

- Ensuring that leave requests are responded to in a timely manner
- Outlining in writing, if leave cannot be approved for the period requested, the reasons for non-approval and discussing alternate dates and options.

Human Resources Advisory Services are responsible for:

- Providing advice to employees and managers on leave applications and approvals
- Being an escalation point for leave approval disputes.

Section 4 – Process

Employees should submit an application for leave for appropriate formal approval at least one month prior to the commencement of the leave. In exceptional circumstances leave may be approved in a shorter timeframe.

In the absence of extenuating circumstances, applications for leave of four weeks or less, where the delegation for approval is the line manager, should receive a response within two weeks of receipt by Manager. Where applications are not approved, an explanation of the reasons for non-approval should be provided in writing.

Applications for leave for longer periods (longer than four weeks), including long service leave, where the delegation for approval is the line manager, should receive a response within four weeks.

Applications for extended leave without pay must be reviewed by Human Resources Advisory Services or the General Manager or Service Director and should receive a response within eight weeks. Applications for leave without pay for a period of 12 months or over should be reviewed and submitted to the Chief Executive for approval.

During periods of high demand, such as School Holidays, Easter and Christmas, a ballot for leave may be appropriate with preference being given to those employees who had previously worked during these periods. Also, notice for the application of leave during these periods should be at least a few months prior and approval times may be longer based on local arrangements.

These guidelines recognise there will be exceptions and that staff may need to access their leave at short notice. These will be determined on a case by case basis

These guidelines also recognise there will be exceptions where leave cannot be granted due to operational reasons which may impact service delivery. If leave is to be declined due to operational reasons, a decision should be made as soon as practicable and the employee informed in writing in accordance with relevant award provisions.

For all other questions regarding leave, please refer to the [NSW Ministry of Health Policy - PD2017_028 Leave Matters for the NSW Health Service](#) or the relevant Award.

Section 5

Documentation

[Annual Leave Form](#)

References

[NSW Ministry of Health Policy - PD2017_028 Leave Matters for the NSW Health Service](#)

[Annual Holidays Act 1944](#)

Revision and Approval History

Date	Revision no:	Author and approval
February 2018	DRAFT	Draft for Comment
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June 2018	DRAFT	Processed by Executive Services prior to submission to SESLHD Executive Council
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