

Annual Leave

1. INTRODUCTION

The purpose of this policy is to ensure that Employees are given the opportunity to have meaningful breaks from work.

2. POLICY

2.1 An Employee will be entitled to take the number of day's annual leave as set out in their individual employment agreement, during the term of that agreement and at times to suit the Employer and the Employee.

2.2 The Employer reserves the right to direct the Employee, giving not less than two weeks notice, to take any remaining annual leave during a given year after consultation with the Employee.

2.3 The annual leave entitlement may be taken at any time within the year for which it is granted. Annual leave is to be taken at times to suit both the manager and the Employee. Should the leave entitlement not be planned to be taken in the year that it is granted, the Employer reserves the right to direct the Employee to take such leave that is remaining after discussion with the Employee.

2.4 Annual leave balances in excess of 5 days from each annual entitlement will not be carried over from one leave year to another without the specific approval of the Employer.

2.5 Where leave is being requested to be carried over the Employee will support that request with a leave plan, which will indicate when the carried over leave will be taken.

2.6 The Employer does not permit the "cashing up" of annual leave.

3. RESPONSIBILITY

3.1 Managers are responsible for managing the annual leave accrual for their staff, and to ensure that annual leave is taken in the year that it is earned.

3.2 Individual staff members are responsible for providing their managers with regular leave plans indicating when they intend to take their leave, and record all annual leave taken on their timesheets or attendance records fortnightly.

4. COMPLIANCE

4.1 Disciplinary action, up to and including serious misconduct, may be taken if an Employee has been found to have been deliberately negligent or misleading in any actions in regards to this policy.

5. REFERENCES

5.1 Holidays Act 2003.

5.2 Employment Relations Act 2000