

Annual Leave Entitlements

Annual Leave is in place to allow you to take paid time off work. The entitlement to Annual Leave comes from the National Employment Standards (NES).

Who is entitled to Annual Leave?

All permanent employees (not casual staff) get paid Annual Leave.

How much Annual Leave is an employee entitled to?

Full time employees are entitled to 4 weeks (20 days) of Annual Leave per year. Part time employees are entitled to the equivalent of 4 weeks (20 days) a year based on their part time hours.

How does Annual Leave accumulate?

The accumulation of Annual Leave starts on the first day of your employment, even if there is a probationary period in place.

Annual Leave continues to accumulate throughout the year based on the hours of work. It will also accumulate while you are on both paid Annual and Personal Leave. It will NOT accumulate while you are on unpaid leave.

All Annual Leave left over at the end of any given year will roll over into the next year.

Directing an employee to take annual leave

An employer can only direct an employee to take annual leave in some situations.

For example, when:

- the business is closed during the Christmas and New Year period
- an employee has accumulated excess annual leave

Process to request leave

You should not book/plan/pay for any trip for any annual leave until you have formally requested and had the request approved by your manager/HR administrator.

Once you wish to take annual leave please refer to the Leave section of HR Central. Here you will find the necessary online form to complete and send for approval to your manager/HR administrator.

It is important to note that when you take annual leave it needs to be in agreement with your employer to meet the business requirements.

The more notice you can provide the better the chances of being granted the time off. It may not always be convenient for the company to let you take annual leave, for example if they are busy or other staff have requested annual leave during the same period.