

DISTRICT COUNCIL OF KAROONDA EAST MURRAY
Annual Leave Policy

Policy No	10
Date of Policy Adoption	14/08/2008
Minute Reference	4182
Review Date	9/7/2013 p4605
Next Review	2015

Council acknowledges that it is in the best of interests of the employee and the employer for annual leave to be taken when it comes due. It provides employees with time away from work. From Council's perspective taking of annual leave when it is due enables the reduction in Council's annual leave entitlements. The management of annual leave, should as far as is practicable, be planned and agreed in advance between the employee and the employer. This policy does allow some flexibility with the accumulation of leave subject to this being formalised in writing. Recognition is also made of the requirements of both the Local Government Employees Award and the Municipal Officer's (South Australia) Award.

All employees are to take their annual leave entitlement of four weeks within 12 months of it becoming due. Where an employee has in excess of five week's entitlement available then a minimum of five week's annual leave shall be taken to ensure that the accumulated entitlement is reduced annually.

Accumulated leave can only be varied by written agreement between the Chief Executive Officer and the employee where the leave can be taken at an agreed later date. Such leave is to be taken at a mutually agreeable time between the employer and the employee.

Policy Review

This policy will be reviewed in 2015 or alternatively prior to this date should the need arise.