

LEAVE DEFERMENT

1. Objectives

Prevent accumulation of leave credits.

2. Principles

Annual leave shall be taken at times mutually convenient for the employer and the employee. Leave shall be taken within 12 months of the date which the leave became due, unless deferral is authorised in accordance with the procedures specified in this policy.

3. Issues

- The cost of providing relief during extended period of leave.
- Minimisation of cashflow fluctuations resulting from leave accruals.
- Minimise risk of misappropriation.
- Minimisation of leave liability.

4. Policy

Annual and Long Service Leave shall be taken within 12 months of the date on which the leave becomes due.

An employee wishing to defer leave for more than 12 months shall apply to the Chief Executive Officer for approval for deferral.

An application to defer leave beyond 12 months shall include reasons for the deferral and comments from the employees' Manager. The period of deferral shall be specified in the application.

In granting an application for deferral beyond 12 months, the Chief Executive Officer shall decide whether it is appropriate to fix a pay rate that shall apply when the leave is taken.

Adopted	September 1995
Reviewed	23 November 2009
Expected date of review	