

	Company	Elf MUSHROOMS
	Category	Human Resources
	Document Name	Annual Leave Policy
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ANNUAL LEAVE POLICY

The purpose of annual leave is to provide a period of paid leave during which a worker may have a sustained break from the workplace. Management at Elf Mushrooms is committed in encouraging all workers to take a period of annual leave each year.

Annual leave entitlements and arrangements for workers at Elf Mushrooms are explained in this policy which is in accordance with the *National Employment Standards* (NES) and the *Fair Work Act 2009*.

Entitlements & Accrual

All workers (other than casuals) are entitled to four (4) weeks paid annual leave for each year of service with Elf Mushrooms. A worker's entitlement to annual leave accrues on a continuous basis throughout the year according to the worker's ordinary hours of work. Part-time workers' entitlements will be calculated on a pro-rata basis having regard to the number of hours worked. Casual staff are paid loading in lieu of leave entitlements and are therefore not entitled to paid annual leave.

Procedure for Paid Annual Leave

All workers are required to complete a [Blue](#) "Request for Leave Form" as early as possible for any leave they wish to take. Request for paid annual leave must be approved by Management prior to the requested leave being taken, as sometimes due to rostering, leave cannot be approved.

A new worker must work for the Company for six (6) months before holidays will be approved unless prior arrangements have been granted.

A maximum of eight (8) consecutive weeks' of annual leave can be taken at once. If more than the maximum 8 weeks is taken, your employment will be terminated and will need to reapply for your position.

All workers are encouraged to ensure their leave does not accrue more than 152 hours for permanent part-time workers and 4 weeks for full-time workers. Accrued leave that exceeds these amounts may be requested by Management to take as compulsory leave with only 30 days notice given.

Should you wish to have your leave exceed the 152 hours/4 weeks for special circumstances, please discuss with Management and ensure it is approved and signed by both parties.

As a minimum, 76 hours / 2 weeks should be taken per year for your well-being.

Paid annual leave may be taken for a period agreed between a worker and Management.

If leave is taken without prior application and approval, it will be deemed that you have breached this policy by abandoning your employment. Your employment will therefore be terminated and you will need to re-apply for your position.

Approval of Paid Annual Leave

Management will consider all requests and approval will be subject to the operating requirements of the business.

Request for Leave in Excess of Accrual

If a worker requests a period of leave which will exceed their accrued entitlements (leave without pay), Management has the right to refuse this request based on business grounds and will notify the worker in writing prior to the commencement of leave.

If leave without pay is taken without prior approval, it will be deemed that you have breached this policy by abandoning your employment. Your employment will therefore be terminated and you will need to re-apply for your position.

Payment of Annual Leave

All workers will be paid annual leave at their base rate of pay for their ordinary hours of work in the period.

Part-time workers whose hours vary week to week will be paid according to the average hours worked over the previous half calendar year. This will vary from worker to worker.

Annual leave more than 152 hours will be paid at 7.5 hours per day.

Cashing out Paid Annual Leave

As per the Employee Collective Agreement (2009), a worker may cash out up to 112^h of the nominal hours worked during the previous 12 months, provided the worker maintains two (2) weeks accrual, makes a request in writing and is approved by Management. Management's decision will take into account the operating requirements of the business. This is equivalent to two (2) weeks per calendar year for permanent employees.

For all workers' current annual leave balance, please refer to the last pay slip.

**David Tolson
DIRECTOR
ELF MUSHROOMS**