

Monash University Procedure

Procedure Title	<u>Annual leave</u>
Parent Policy	Remuneration and Benefits
Date Effective	16 November 2015
Review Date	3 years from effective date
Procedure Owner	Chief Human Resources Officer
Category	Human Resources
Version Number	4
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	This procedure is applicable to fixed-term and continuing academic, professional and trades and services staff. It does not apply to casual or sessional staff or unpaid adjunct/honorary appointees.
Purpose	Eligible staff employed by the University accrue annual leave entitlements in accordance with the relevant workplace agreement. This procedure specifically relates to annual leave entitlements and the management of the accrual and taking of such leave.
PROCEDURE STATEMENT	

1. How to apply for annual leave

- 1.1. If a staff member wishes to take annual leave, they should firstly discuss the proposed timing of the annual leave with their supervisor. In approving the annual leave, the supervisor should consider the operational implications of the staff member being absent from the University during this time and how to ensure that the absence will have minimal impact on the operations of the work unit.
- 1.2. Academic staff may elect to make an annual declaration that they will take their full annual leave entitlement for a calendar year during the course of that year, rather than applying for annual leave on each occasion that they take it. The terms and conditions of this arrangement are outlined in the section entitled Academic annual leave declaration below.
- 1.3. If the proposed timing is agreed with the supervisor, the staff member should then apply for annual leave online through [ESS](#). In exceptional circumstances where there is no on-line facility available, an [Application for Leave](#) form can be submitted to the staff member's supervisor for approval, and then forwarded to the HR Operations Centre for processing at hr@monash.edu to or Monash HR, Monash University VIC 3800.
- 1.4. The period of leave is to be recorded as commencing on the next working day after duties cease and as ending on the working day prior to the staff member's return to duty. The amount of leave taken is to be recorded as the sum total of the working days/fractions of days ordinarily worked by the staff member, excluding any University holidays, during the leave period.

Monash University Procedure

- 1.5. All leave approvals are subject to verification by Monash HR that the staff member has an entitlement to the claimed leave.
- 1.6. Part-time staff must ensure that the specified annual leave days that they apply for are the same as those listed in their work schedule. If a work schedule is not in place or has changed, an updated schedule should be submitted to the HR Operations Centre. Work schedules are available via the [HR Forms website](#).
- 1.7. The amendment or cancellation of an application for annual leave is to be processed through [ESS](#).

2. Annual leave entitlements

- 2.1. A staff member's annual leave entitlements are outlined in the relevant workplace agreement. The applicable Enterprise Agreement clauses are:

Academic and professional staff	Trades and Services Staff	
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005
<ul style="list-style-type: none"> • Clause 15 - Performance-Based Contracts (PBCs) • Clause 16 - Mode of Employment • Clause 36 - Annual Leave • Schedule 4 - Part-Year, Seasonal and Annualised Hours Terms 	<ul style="list-style-type: none"> • Schedule 3 (a) - Leave Entitlements: Annual Leave • Schedule 6, section 1- Application of Leave: Application of Annual Leave and Annual Leave Loading 	<ul style="list-style-type: none"> • Clause 15 - Part-time Employment • Clause 62 - Leave Entitlements of Seasonal Staff • Schedule 3(a) - Leave Entitlements: Annual Leave • Schedule 5, section 1 - Application of Leave: Application of Annual Leave

- 2.2. Where a staff member is employed on a part-time basis, the staff member will receive annual leave entitlements on a pro-rata basis and will take leave at their fraction of employment as at the commencement of the leave period.

3. Annual leave loading

- 3.1. Annual leave loadings are determined in accordance with the relevant workplace agreement. The applicable provisions in each of the Enterprise Agreements are as follows:
 - [Clause 25 of the Monash Enterprise Agreement \(Academic and Professional Staff\) 2014](#)

Monash University Procedure

- [Schedule 6, section 1 of the Monash University Enterprise Agreement \(Building and Metal Trades Staff\) 2009](#)
- [Schedule 5, section 2 of the Monash University Enterprise Agreement \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

4. Annual leave management

- 4.1. Each year, 20 days annual leave (pro rata) should be taken and all leave should be taken within the period of an appointment, where possible. Excess annual leave will be managed in accordance with the [Excess Annual Leave Procedure](#).

5. Annual leave balance

- 5.1. Annual leave balances can be viewed through ESS. Leave can be projected for up to four months in the future to assist with planning of annual leave.

6. Shift work - accrual of additional leave

- 6.1. In certain circumstances, shift workers may accrue additional annual leave. For further information, consult the following provisions in the relevant Enterprise Agreement:
- [Clause 36.2 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
 - [Schedule 3\(a\) of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

7. Exchange of annual leave loading for extra holidays

- 7.1. Staff may elect annually to exchange their annual leave loading for an extra 3.5 days of annual leave. The applicable clauses in the Enterprise Agreements are:
- [Clause 32 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
 - [Schedule 6, section 1 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
 - [Schedule 5, section 2 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)
- 7.2. Staff may apply in January each year to exchange their annual leave loading for annual leave via the [Application for exchange of annual leave loading for extra leave form \[online\]](#)

8. University holidays whilst on annual leave

- 8.1. No deduction will be made from a staff member's annual leave balance for University holidays that fall during a period of annual leave. The applicable clauses in the Enterprise Agreements are:

Monash University Procedure

- [Clause 41.3 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
- [Clause 50.2 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
- [Clause 41.2 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

9. Annual leave declaration process

- 9.1. In November each year academic staff and professional staff employed under a Performance-Based Contract (PBC) entered into on or before 13 October 2014 are eligible to participate in the annual leave declaration scheme wherein staff declare that they will take their full annual leave entitlement during the following calendar year rather than applying for annual leave on each occasion that they take it.
- 9.2. This is provided that the staff member is prepared to agree to the following conditions.
- Both the staff member and supervisor **must** retain a record of their dates of annual leave and be prepared to provide this information to Monash HR on request.
 - The staff member's leave supervisor will be notified.
 - The staff member should notify their supervisor of the dates of their intended absences from the University and ensure that the absences do not conflict with their teaching and service obligations.
 - At the completion of the calendar year, the staff member will be taken to have exhausted their full annual leave entitlement for that year (including any additional leave the staff member is entitled to by virtue of having entered into a voluntary reduced working year arrangement). Accordingly, Monash HR will adjust the staff member's leave balance twice annually; in June and December. In exceptional circumstances, a staff member may apply to Monash HR to have some or all of their annual leave entitlement reinstated.
 - The staff member will not have an annual leave balance in excess of 30 days (pro-rata) as at 31 December of the year the declaration is made.
 - A staff member who is the subject of performance management or disciplinary action may not be eligible for this scheme.
 - Any annual leave of 30 days or less (or pro rata thereof for part-time staff) that was accrued up to 31 December of the year the declaration is made will remain as part of the staff member's annual leave balance. The staff member may either apply to use this annual leave through ESS or the entitlement will be paid out to the staff member at termination.
 - If the staff member's employment is terminated during the year, the staff member will inform Monash HR of their absences up to the date of termination. Monash HR will then reconcile the staff member's leave entitlements accordingly.

Monash University Procedure

- If the staff member takes a period of parental leave during the year, they will not be permitted to top-up their 60% parental leave entitlement with any annual leave that is subject to this arrangement (as otherwise allowed in the [Types of leave \(pre-natal and parental leave\)](#)).
- The staff member will not be entitled to apply for advanced payment of annual leave.
- Where the staff member is transferred to a new leave and/or performance supervisor during the year, they must inform their new supervisors of the arrangement and provide records of annual leave already taken during the declaration period.

9.3. Eligible staff who do not wish to enter into this arrangement can apply for annual leave through ESS as outlined in the How to apply for annual leave section above.

10. Annual leave cash out (academic and professional staff)

Eligibility

10.1. An academic or professional staff member employed under the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#) (including a staff member on a Performance-Based Contract (PBC)) is eligible to apply to cash out annual leave if they are currently in fixed-term or continuing employment and meets either of the following criteria:

- the staff member has not previously had an application to cash out annual leave granted; or
- the staff member will have excess annual leave (EAL) as at 31 December as a consequence of a fraction of employment reduction subsequent to 30 November in the same year and the staff member makes application to cash out by 7 January in the following year.

Application process

10.2. Staff members applying for annual leave cash out must apply in writing to the HR Operations Centre hr@monash.edu to or to Monash HR, Monash University VIC 3800. The HR Operations Centre will forward the application to the Chief Human Resources Officer for consideration with a copy to the relevant HR Business Partner.

10.3. Applications submitted by PBC staff will also be referred to the Office of the Chief Operating Officer and Senior Vice-President prior to determination.

10.4. Staff are encouraged to seek financial advice before making an application to cash out annual leave.

Consideration of applications

10.5. In the interests of their occupational health and wellbeing, the University encourages all staff to take annual leave in the year in which it accrues. However, consideration will be given to applications to cash out annual leave for the genuine management of excessive annual leave balances or in extenuating circumstances, such as situations of financial hardship.

Monash University Procedure

10.6. Applications will not be granted where:

- less than a week's annual leave (or equivalent thereof for part-time staff) is to be cashed out;
- the staff member's annual leave balance will be reduced to less than four weeks (or equivalent thereof for part-time staff) by the cash out of annual leave; and/or
- the cash out is for past rostered and deemed annual leave

Notification process

10.7. The HR Operations Centre will notify the applicant and the relevant HR Business Partner of the outcome their application.

10.8. No notification of the outcome to PBC staff will proceed until confirmed by the office of the Chief Operating Officer and Senior Vice-President.

10.9. If the application is granted, the HR Operations Centre will:

- confirm the pay day for cash out with Payroll Services;
- arrange completion and signature of the relevant prescribed Annual Leave Cash-Out Agreement (the "Agreement") pro forma;
- notify Payroll Services when the Agreement is completed and signed to proceed with the cash out of annual leave in accordance with the Agreement;
- retain the original of the completed and signed Agreement for the records of the University; and
- provide a copy of the completed and signed Agreement to the staff member.

Cash out of annual leave

10.10. The cash out of annual leave will be processed by Payroll Services. It will not be superannuable and does not count as service.

11. Annual leave on resignation and termination

11.1. For information on the payment of accrued annual leave entitlements on resignation from the University, see the [Leaving Resignation and Exiting the University Procedure](#).

12. Responsibilities

Individual Staff Member

12.1. The individual staff member is responsible for:

- discussing the proposed timing of annual leave with their supervisor before applying for leave; and
- applying for annual leave in accordance with the requirements of this procedure;

Monash University Procedure

- where applicable, adhering to the specific requirements that apply to academic annual leave declarations; and
- where applicable, forwarding the approved Application for Leave form to the HR Operations Centre.

Supervisors

12.2. Supervisors are responsible for:

- assessing the impact of the proposed timing of the annual leave on the operations of work unit prior to agreeing to the leave; and
- approving all applications for annual leave.

HR Operations Centre

12.3. The HR Operations Centre is responsible for:

- where applicable, forwarding the [Application for Leave](#) form to Payroll Services, Monash HR for processing; and
- facilitating the annual leave cash out process for staff members.

Payroll Services

12.4. Payroll Services, Monash HR is responsible for:

- processing the [Application for Leave](#) form in SAP;
- reconciling annual leave entitlements upon termination; and
- processing the cash out of annual leave.

Workplace Relations

12.5. Workplace Relations is responsible for:

- maintaining this procedure and related procedures and documents, and
- ensuring compliance of procedures with the workplace agreement.

Responsibility for implementation		
Status	Revised	
Approval Body	Academic Quality and Standards procedure Name: Meeting: Date: Agenda item:	Operational procedure Name: Chief Human Resources Officer Date: Date effective Author: Director, Workplace Relations
Definitions	ESS: an online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.	

Monash University Procedure

	<p>HR Operations Centre: is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.</p> <p>Head of unit: head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.</p> <p>HR Business Partner: is a key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.</p> <p>Payroll Services (Monash HR): is the Centre of Expertise in Monash HR which manages the payroll and related services.</p> <p>Performance-Based Contracts: means contracts of employment entered into pursuant to clause 15 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014.</p> <p>Relevant Enterprise Agreement: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 will apply.</p> <p>Staff member: for the purposes of this procedure, means a person employed by the University on a continuing or fixed-term basis.</p> <p>Supervisor: is the person who is responsible for the day-to-day supervision of the staff member.</p>
Legislation Mandating Compliance	
Related Policies	<ul style="list-style-type: none"> • Resignation and Exiting the University procedure • Types of Leave (All) procedure • Excess Annual Leave procedure
Related Documents	<p><u>EA Agreements</u></p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</p> <ul style="list-style-type: none"> • Clause 16 - Mode of Employment • Clause 25 - Annual Leave Loading • Clause 32 - Exchange of Annual Leave Loading for Extra Leave • Clause 33 - Individual Flexibility Arrangements • Clause 34 - Definitions and General Conditions • Clause 36 - Annual Leave • Clause 41 - University Holidays • Clause 42 - Christmas/New Year Closedown Arrangements • Clause 79 - Higher Duties Allowance

Monash University Procedure

	<ul style="list-style-type: none"> • Clause 84 - Clinical Loadings • Schedule 4 - Part-year, Seasonal and Annualised Hours Terms <p>Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 29 - Payments of Salaries and Deductions • Clause 50 - Leave Entitlements • Clause 51 - Holidays and Christmas/New Year Closedown Arrangements • Schedule 3(a) - Application of Leave: Annual Leave • Schedule 6, section 1 - Application of Annual Leave and Annual Leave Loading, Schedule 5 <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • Clause 15 - Part-time Employment • Clause 29 - Payment of Salaries and Deductions • Clause 41 - Leave Entitlements • Clause 42 - Holidays and Christmas/New Year Closedown Arrangements • Clause 62 - Leave Entitlements of Seasonal Staff • Schedule 3(a) - Application of Leave: Annual leave • Schedule 5, section 1 - Application of Annual Leave • Schedule 5, section 2 - Annual Leave Loading <p>Forms</p> <ul style="list-style-type: none"> • Application for Leave form (if no access to ESS) • Application for exchange of annual leave loading for extra leave form • Annual Leave Cash-Out Agreement (for PBC staff) • Annual Leave Cash-Out Agreement (for non PBC staff)
SCHEDULE(S)	
Additional mandatory requirements specific to a Faculty or Offshore location Education procedure This field will only be published if required.	
Name of Faculty/Offshore Location	N/A
Procedure Statement	N/A