

Annual Leave Policy 5Tales

Update: 9 January 2020

Rationale

5Tales recognises the value of an effective break from the working environment. Time away from the workplace to re-charge and relax is encouraged and we are committed to ensuring that annual leave is taken by employees each year in order to provide this. For this reason, annual leave should ideally be taken within 12 months of its accrual.

Scope

This policy applies to all employees.

Procedure

Entitlement

Full-time permanent employees are entitled to four weeks' paid annual leave for each completed year of service, calculated on a pro-rata basis in accordance with relevant legislation. Part-time permanent employees accrue annual leave on a pro-rata basis. If you are a casual employee, you are not entitled to annual leave; instead your annual leave entitlement is included as a loading in your hourly rate.

Annual leave may be taken at such time as may be agreed between you and 5Tales. Where excessive balances of annual leave have accrued, eg more than 8 weeks, 5Tales may direct an employee to take annual leave.

Annual Leave may be required to be taken by employees during the Christmas/New Year "shut down" period.

Accrued annual leave may be taken prior to completing the first year of service, with approval. Annual leave may not be taken in advance of it being accrued, unless agreed with your manager. Annual leave does not accrue during any period of unpaid leave, including parental leave.

Calculating Annual Leave

An employee's entitlement to annual leave accrues progressively during a year of service according to their ordinary hours of work and accumulates year to year.

An employee will be paid annual leave at their base rate of pay for their ordinary hours during the period of leave. This does not include separate entitlements such as incentive-based payments and bonuses, loadings, monetary allowances, overtime or penalty rates.

On termination of employment all accrued untaken annual leave will be paid.

Notice For Requesting Leave

You will need to give 5Tales at least 12 weeks' notice of when the leave will start in your request. Except for December and January. Any annual leave requests during December and January require at least 26 weeks notice.

All annual leave requests are considered on a first come, first served basis along with consideration for who has taken leave at that particular time of year before in your team.

Process For Annual Leave

1. Speak to your manager about your proposed leave dates
2. Once verbally approved, put your leave application through Xero Payroll
3. Only once approved in Xero Payroll is it confirmed
4. In conjunction with your manager, organise a plan for coverage of your responsibilities whilst you are away
5. Check to ensure those people covering your tasks have the training and support they need