

Guideline - Managing Excess Annual Leave and Cash Out of Annual Leave

Guideline Owner: Director, Human Resources Services Centre

Keywords: Annual Leave, Excess Leave, Cash Out of Annual Leave

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1. INTENT

These guidelines outline the responsibilities and actions required for managing situations where an employee has accumulated excess annual leave, or requests cash out of annual leave consistent with the Industrial Instrument.

2. ORGANISATIONAL SCOPE

All ECU employees except casuals.

3. DEFINITIONS

TERM	DEFINITION
Cash out of Annual Leave	Means a request by the employee to receive a payment for a period of annual leave in lieu of taking that leave.
Excess Annual Leave	Means accrued annual leave equalling or exceeding 30 days or equivalent hours (or the pro-rata equivalent for part-time employees).
Head of Work Unit	As defined within the Industrial Instrument, and includes a nominee.
Line Manager	The person with line management responsibility for the employee.
StaffKiosk	The University's online employee self-service system or any successor system used to book leave.
Written Notice	A notice issued by the Head of Work Unit to an employee directing them to reduce their accrued annual leave balance.

4. GUIDELINES CONTENT

- 4.1 To enable excess annual leave to be effectively managed, and to facilitate the taking of annual leave from a wellbeing perspective, the University may direct an employee to clear excess annual leave.
- 4.2 Where applicable an employee may apply to cash out accrued annual leave.

Managing Excess Annual Leave

- 4.3 Where excess annual leave is identified the employee may be requested to submit a leave plan and discuss with their line manager suitable arrangements to reduce and manage this leave to below 30 days within 12 months.
- 4.4 The employee will make the required leave booking(s) in StaffKiosk for approval.
- 4.5 When approving leave the line manager will consider operational requirements during the employee's absence, and how to ensure there is minimal impact on the operation of the work area.
- 4.6 If no suitable leave booking(s) is made within 4 weeks of a request made at section 4.3 of these guidelines, the Head of Work Unit or their nominee may issue a Written Notice to the employee to clear their excess leave.

Written Notice

- 4.7 The Head of Work Unit or their nominee may direct the employee with 8 weeks Written Notice to:
 - (a) take excess leave of up to 20 days over the following 6 months; or
 - (b) take an amount of excess leave required to reduce the balance of leave to below 30 days over the following 12 months.
- 4.8 Prior to a Written Notice being issued the Head of Work Unit or their nominee will consider the reasonableness of the direction, or any other circumstances that may exist, including circumstances where the employee is within 6 months of retirement.

Cash Out of Annual Leave

- 4.9 An employee may make an application to the Director, Human Resources Services Centre to cash out a minimum 1 weeks' annual leave.
- 4.10 A minimum balance of 20 days annual leave (or pro-rata for part-time employees) must be maintained for an application to be accepted.
- 4.11 Prior to approving an application the University may determine whether an employee's request to cash out is reasonable.
- 4.12 An application may be approved in whole or part, or declined by the University.
- 4.13 If the University is of the view the level of annual leave taken by the employee is insufficient, the employee may also be required to take a period of annual leave to support the approval of their cash out application.
- 4.14 Employees should seek financial advice before making an application to cash out annual leave.
- 4.15 Approved applications to cash out annual leave must be documented in a written agreement between the employee and the University.
- 4.16 Any annual leave cashed out by an employee will be paid in the full amount that would have been payable to the employee had the employee taken the period of leave being cashed out.

4.17 Cashed out annual leave does not count as service.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

The Director, Human Resources Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

These guidelines apply to all staff employed by the University.

6. RELATED DOCUMENTS:

6.1 These guidelines are supported by the following:

- [ECU Leave Policy](#)

6.2 Other documents which are relevant to the operation of these guidelines are as follows:

- [ECU Enterprise Agreement 2017](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guidelines Owner	Director, Human Resources Services Centre
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8. APPROVAL HISTORY

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