An employee with excessive leave balances, as detailed in the [Enterprise Agreement](https://intranet.ecu.edu.au/staff/enterprise-agreement), is required to make suitable arrangements to clear excessive leave and reduce their leave balances within specified timeframes.   
   
It is important that employees take regular leave, and taking or booking excess leave immediately, with approval from their line manager, is encouraged in the first instance. However, if excess leave cannot be taken or booked now, the Excess Leave Arrangement (ELA) assists with future leave planning to help reduce the excess leave.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART A: Employee Information** | | | | | | | | |
| Employee name | | |  | | | | | |
| Employee number | | |  | | Job No. | |  | |
| **PART B: Leave Balances** | | | | | | | | |
| Date of Leave Balances | | | Click or tap to enter a date. | | | | | |
| Annual Leave Balance (Hours) | | |  | Long Service Leave Balance (Weeks) | | | |  |
| Future Accruals to consider (e.g. Next annual leave accrual) | | |  | | | | | |
| **PART C: Leave management plan to reduce excessive leave balance** | | | | | | | | |
| **First Date** |  | **Last Date** | | | **Type** | **Amount** | | |
| Click or tap to enter a date. | to | Click or tap to enter a date. | | | Select type |  | | |
| Click or tap to enter a date. | to | Click or tap to enter a date. | | | Select type |  | | |
| Click or tap to enter a date. | to | Click or tap to enter a date. | | | Select type |  | | |
| Click or tap to enter a date. | to | Click or tap to enter a date. | | | Select type |  | | |
| Click or tap to enter a date. | to | Click or tap to enter a date. | | | Select type |  | | |
| **PART D: Leave Considerations** | | | | | | | | |
| *Please outline any membership or involvement in ECU Committees, Boards, Funding, Grants etc that may need additional arrangements made during or prior to taking the listed leave period*. | | | | | | | | |
| **PART E: Approval** | | | | | | | | |
| In consultation with the Line Manager, it has been agreed the above plan will:   * Reduce the employee’s excessive leave balance to the allowable balances within Enterprise Agreement; and * Account for any future accruals and ensure excessive leave does not re-occur.   An agreed ELA will only be amended where it is demonstrated a genuine exceptional circumstance exists, and the amendment is approved by the Line Manager with endorsement from the Chief People Officer.  This ELA is for the purposes of planning. It *does not* substitute as a leave application and all requests for leave must be made separately via [Staff Kiosk](https://staffkiosk.ecu.edu.au/ascender-wss/faces/WJ0000). | | | | | | | | |
| **Employee Signature:** | | | | | Name:  Date: | | | |
| **Line Manager Comments** | | | | | | | | |
|  | | | | | | | | |
| **Line Manager Signature:** | | | | | Name:  Date: | | | |

\*Upon completion, please forward a copy to [people@ecu.edu.au](mailto:people@ecu.edu.au) for processing and record keeping.

|  |  |  |
| --- | --- | --- |
| *People Services use only* | | |
| Annual Agreement Date | Long Service Leave Agreement Date | Processed by |
|  |  |  |