Leave Management Conversation Guide

Section 1 - Introduction

(1) This Guide provides information for nominated supervisors in the effective management, discussion and planning of staff member's annual and long service leave.

(2) The ACU Staff Enterprise Agreement 2022-2025 (the Agreement), the Recreation Leave (including Annual Leave) Policy and the Long Service Leave Policy outline the arrangements for the accrual and management of annual leave and long service leave for the staff member and the supervisor.

(3) The guide is composed of four (4) parts:

a. Part A provides background and general information on the benefits of leave management, the responsibilities of Staff and Supervisor, the normal application of leave, potential barriers to taking leave, ways to encourage staff to utilise leave, ways of taking leave, cashing out of annual and long service leave, managing excess leave and managing difficult conversations with staff.
b. Part B provides a simple four (4) step approach to Annual Leave and Long Service Management, resources, reference material and Template letters.
c. Part C provides information on the content of each Template Letter, who provides the letter to the staff member, when it is provided, purpose, resources and reference material.
d. Part D has each of the Template Letters to be used.

Part A - Benefits

Benefits

(4) The benefits of the effective management, planning and application of leave include:

a. staff need to take periods of leave or use leave regularly for their wellbeing, work-life balance and connection with family and friends;
b. maintaining staff health and wellbeing, which is critical to a productive working and learning environment. Not taking leave may expose staff to an increased risk of burnout and stress-related illnesses, potentially increasing use of sick leave;
c. taking leave regularly may provide other staff with an opportunity to act in a position of higher duties or with different responsibilities, thereby increasing skills and enabling career development opportunities;
d. avoiding the possibility of staff who have accrued large amounts of leave taking a large block of leave to reduce their leave balance. This may have a negative impact on provision of services without adequate planning for coverage; and
e. organisational leave liabilities need to be managed at sustainable levels so as not to impact on funds in reserve required for other organisational requirements.

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Responsibilities

(5) Staff members and supervisors both have responsibilities to manage leave. Conversations about the planning and taking of leave are encouraged throughout the year, particularly during progress plan discussions.

(6) Staff are responsible for:

a. making plans to take their annual or long service leave regularly and discussing this with their supervisor, which includes providing appropriate notice for leave requests,
b. requesting leave via Staff Connect, and
c. working with their supervisor to develop a leave management plan to reduce excessive leave balances.

(7) Supervisors are responsible for:

a. the day-to-day management of annual and long service leave;
b. ensuring that staff do not accrue large leave balances and are actively encouraged to take leave;
c. regularly reviewing staff leave balances and ensuring that accrued leave is taken;
d. identifying the most appropriate times for leave to be taken in the work area;
e. working with staff to reduce their leave balances within a reasonable timeframe;
f. understanding the Agreement and policy provisions which inform the accrual, taking and management of annual leave and long service leave;
g. understanding their accountability in effectively managing leave and associated financial implications.

Application of Annual and Long Service Leave

(8) Staff members start accruing leave from the day they commence at ACU. The Agreement outlines the accrual per year for annual and long service leave and any conditions of access to long service leave entitlements. Information is available to staff on Staff Connect. Information is also available to Members of the Executive through the People and Capability Monthly Leave Report available on request.

(9) A conversation about leave planning or leave taking can occur at any time. Managing the expectations of staff on planning and taking leave should commence between the nominated supervisor and staff member at the time of induction, and for new academic staff as a part of their annual workload allocation at the time of commencement.

(10) The progress plan discussion between staff member and nominated supervisor is a good time to discuss leave planning. The People and Capability Monthly Leave Report enables Members of the Executive to review the accrual, taken and booked leave of all their staff and initiate a discussion where appropriate between staff member and supervisor.

(11) For academic staff the planning and taking of four (4) weeks annual leave per year or the equivalent pro-rata amount is a component of their workload allocation. This means that for a full time academic staff member 1595 workload hours are allocated on the basis that 140 hours of annual leave is taken each year, otherwise additional workload can be allocated.

(12) Following a conversation about leave planning the staff member should apply for the agreed leave on Staff Connect. This will enable the updating of leave records in the next Monthly Leave Report.

(13) When leave is effectively planned and regularly utilised by a staff member in a discussion with and the approval of their nominated supervisor, the management of leave is normally straightforward. However, there are situations where this may not be the case where a staff member:

a. is reluctant to take either their annual leave and/or long service leave;

b. has accrued annual leave in excess of forty (40) days;
c. has accrued long service leave in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff);
d. has accrued both annual leave in excess of forty (40) days and long service leave in excess of sixteen (16) weeks or 4.5 months (as relevant).

(14) Under the Agreement the University and nominated supervisors have the ability to reasonably direct staff to take leave with appropriate notice under certain conditions. Ideally, in the first instance the nominated supervisor should meet with the affected staff member to discuss planning their leave and to understand any potential barriers (if any) impeding the staff member to take leave, and to consider options and ways to enable leave to be taken. Examples of potential barriers that staff may raise are provided in the table below.

Potential Barriers		
Workplace	Personal	Other
• Workload before and after leave • Perceived lack of resources for cover • Perception no one else can do the job properly or capable of doing the job • Difficulty of scheduling leave when desired or around key projects • Job security • Perceived work unit culture • Perceived management support	• Love their job and will take leave sometime • Availability of funds and affordability • Fitting around partner's availability • Deliberate accrual for emergencies • Saving leave for the big trip • Family commitments • Not a priority at the moment • Time taken to plan a holiday	• Fear of change, things happen when they are away • Don't want to 'rock the boat' • Desire to demonstrate value and organisational commitment • Increased workloads • Perceived impact on promotion opportunity • Perceived impact on completion of research • Leave seen as 'Insurance Policy' • Retirement 'Nest Egg'

Ways to Encourage Staff to Utilise Leave

(15) It is important to be cautious and consider individual circumstances, workplace or personal; remember that staff will have different perceived barriers to taking leave. It is not a 'one size fits all' approach and each conversation can have different outcomes.

(16) As a supervisor or Manager of staff you will need to consider:

a. Emphasising the importance of taking leave to focus on family, friends or rejuvenation and not only for travel and holidays.
b. Demonstrating clear management support for leave taking, and that supervisors and managers model desired behaviour by actively taking leave as well.
c. Taking a supportive approach, working with staff to assist planning and address their concerns regarding workplace, personal or other barriers.
d. Providing adequate cover of a staff member's work during leave periods thereby reducing possible anxiety they have in taking leave or returning from leave.
e. Working with the staff member to document tasks or work to be performed pre-leave and allocate to other staff to perform specific duties and share the load.
f. Effective email management during leave periods,examples are:
    i. reduce email build up while staff are on leave by ensuring someone is reviewing emails; or
    ii. effectively use the 'Out of Office Message' function to redirect queries to an alternative contact person.
g. For professional staff roles dependent on the period of leave, consider if this could provide a development opportunity for other professional staff through higher duties.
h. Plan for staff taking annual leave – when setting work objectives for the year ahead or creating a new position, plan workload allocation on the basis of 48 weeks not 52 weeks.

i. Consider what the optimal and non-optimal times for taking leave are in order to plan a staff member's leave or more than one staff member's leave, for example:
    i. to ensure services are not impacted to staff, students and relevant stakeholders;
    ii. it may only be possible for staff, such as academic or academic support staff, to take leave during the non-teaching weeks.

j. Engage with staff about the importance of and potential timeframes for taking leave – the performance review and planning process is an ideal time to discuss planned leave and factor into the year ahead

Ways of Taking Annual Leave and Long Service Leave

(17) The following are examples of how leave can be taken in various ways, other than as a block, and you may think of other ways which enable staff to utilise their leave based on individual circumstance.

(18) Encourage staff to take a combination of holidays and short bursts/periods of leave to reduce workplace, personal or other barriers:

a. One or two days regularly taken either side of a weekend and long weekend can constitute a refreshing break.
b. One day's leave taken every two weeks for six months may be less challenging to a staff member than asking them to take a three week break whilst achieving the same benefits for all parties. Dependent on leave accrued this could be extended longer than six months.
c. A combination of the above.
d. Consider variations that may work for the staff member given their individual circumstance(s).

(19) A combination of holidays and short breaks minimises personal barriers to taking leave and if taken frequently they encourage employees to spend leave 'enjoying' rather than 'recovering'.

Cashing out of Annual Leave and Long Service Leave

(20) The University does genuinely encourage and expect all staff, supervisors and Managers included, to fully utilise their annual leave and long service leave. Whilst it is preferable that staff plan and take leave, staff can request the 'Cashing Out' of portions of their annual leave and long service leave balance under certain conditions.

Management of Excess Leave

(21) Once you have established that a staff member has accrued excess leave, you will need to actively manage the situation to ensure leave balances are reduced to an acceptable level.

(22) Arrange to meet with the staff member to discuss their accrued leave and how they will reduce it. This may require more than one conversation in order to consider if there are any barriers to the staff member taking leave, discussing options, and confirming a way forward. The initial meeting is an opportunity for you to:

a. ask the staff member if there is a reason they have been unable to take leave;
b. consider any actions you may need to take to enable the staff member to take leave;
c. advise the staff member you would like them to take some of their leave and work together on a leave plan;
d. agree on a time frame for the staff member to consider their options and respond to you and advise on their leave plans;
e. organise a time for another meeting if required.

(23) Refer to Part B of this Guide for details on the four (4) step process for excess leave management.

Managing Difficult Conversations with Staff

(24) Having a conversation with a staff member regarding management of excess leave may be difficult if there is resistance or reluctance. Consider the following advice to assist you in having this conversation:

a. prepare beforehand/seek advice from People and Capability;
b. consider the potential barriers to taking leave previously described as you may well be familiar with the staff member's approach to work and leave, which allows you to pre-prepare to address concerns they may have;
c. familiarise yourself with the ACU Staff Enterprise Agreement and relevant leave policies;
d. listen to the staff member and explore their reasons for accumulating leave;
e. acknowledge the reasons but be clear about the University's expectations of taking leave;
f. educate the staff member regarding the ACU Staff Enterprise Agreement and relevant policy;
g. discuss the benefits of taking leave (rest/recreation, own wellbeing, family/friends) with the staff member;
h. advise the staff member that the University may provide notice to take leave although the preferred option would be to work together to come up with a leave plan; and
i. explore options and work together to come up with best solution.

Part B - Annual Leave and Long Service Management

Four Steps to Annual Leave and Long Leave Service Management

Steps	Who	When	Purpose and Actions	Resources and reference material
Step 1 Planning and Preparation for both the normal yearly accrual and/or any excess annual or long service leave	Nominated Supervisor	Starts with induction for new staff. Following commencement a conversation on leave can occur at any time. A People and Capability Monthly Leave Report is available to Executive members on request.	Annual leave and Long Service Leave is planned for the year ahead and actively encouraged. Under 3.11.3.2 of the Agreement an academic staff member and their supervisor are required to make provision for the staff member to take annual leave when consulting about the staff member's academic workload allocation for the following year. Under 4.8.3 (iii) of the Agreement the Performance and Review Process (Progress Plan) is an opportunity to discuss the staff member's plans for taking annual, long service and other leave. However, if a Progress Plan discussion has not occurred, a conversation can occur at any time to plan the taking of leave and/or where a staff member is identified with excess leave the preparation of a relevant letter to commence the leave planning conversation.	• ACU Staff Enterprise Agreement 2022-2025 Sections 3.8 Long Service Leave[1] and 3.11 Recreation Leave • Recreation Leave (including Annual Leave) Policy • Long Service Leave Policy • ACU Staff Enterprise Agreement 2022-2025 Section 4.8 Performance - Review and Planning • People and Capability Monthly Leave Report • Academic Workload Policy • Academic Workload Planning System • Consultation/Conversation Guide for Staff who may be under load
Step 2 Initial communication with the staff member dependent on the leave balance situation	Nominated Supervisor and/or relevant Member of Executive	Prompted either by the nominated supervisor reviewing staff leave balances on Staff Connect, the People and Capability Monthly Leave Report, or the Progress Plan conversation.	Nominated supervisor and/or relevant Member of the Executive send relevant template letter to commence the leave conversation. The nominated supervisor prepares to meet with staff member to discuss the staff members leave situation.	• Communication Templates A, B, C, G and/or I (refer Part C for more information) • Leave Management Conversation Guide

Steps	Who	When	Purpose and Actions	Resources and reference material
Step 3 Meet with the staff member to discuss the management and planning of leave	Nominated Supervisor and Staff member	Following the written advice to the staff member as identified in Step 2 above.	Arrange to meet with the staff member to: • Clarify the staff member's leave balances, and discuss the benefits of taking leave • Discuss any barriers the staff member has identified that they believe are preventing them from taking leave and address their concerns • Explore ways to reduce excess leave balances (where applicable) • Work with the staff member to make a leave management plan • For an academic staff member who has not confirmed or fully booked their 20 days leave for the year, discuss their intention to take annual leave or discuss adjusting their workload allocation accordingly where applicable. • When a leave plan is agreed ensure the staff member books the leave on Staff Connect in order that the next Monthly Leave Report is updated and if an Academic staff member this automatically appears in the Academic Workload Planning System.	• Leave Management Conversation Guide
Step 4 Action is taken in line with University policies and the ACU Staff Enterprise Agreement where the staff member's excess leave balances are not reduced.	Nominated Supervisor and Staff member	Leave management plan was not finalised and/or leave requests have not been submitted as agreed at least two months after the initial letter in Step 2 was sent.	Letters are sent to staff members via email from the relevant Member of the Executive directing the staff member to take annual and/or long service leave on specific dates with appropriate notice. Staff members are instructed to discuss any concerns regarding this direction to take leave with their nominated supervisor.	• Leave Management Conversation Guide • Communication Templates D and H (Refer Part C for more information)

[1] Noting that there is also an adjustment to rules for directing staff to take long service leave where they have significant accruals. This issue has been identified in enterprise bargaining and will apply in advance of a new agreement. In summary, professional staff with long service leave balances of more than 16 weeks can be directed to take leave with 2 years' written notice, and academic staff with long service

leave balances of more than 4.5 months can be directed to take leave with 12 months' written notice. (See the Amended Enterprise Agreement Provision).

Part C - Template Letters

(25) The following table provides a summary of the contents of each template letter.

Template	Who	When	Purpose and Actions	Resources and reference material
Template A Academic staff member has 20 days Annual Leave or less not taken or booked for calendar year	Nominated Supervisor	Academic Staff member has not taken or booked 20 days annual leave and may be under load as a result	Email letter reminds the academic staff member that Annual Leave is a component part of the annual workload allocation. For a full time academic staff member 1595 workload hours are allocated on the basis of that 140 hours of annual leave is taken each year, otherwise additional workload can be allocated.	• Academic Workload Policy • Academic Workload Planning System • Consultation/Conversation Guide for Staff who may be underload
Template B Staff Member has accrued annual leave of 30 days and will have 40 days within 6 months	Nominated Supervisor	Staff member has been identified that they will reach 40 days annual leave within the next 6 months and has not submitted a leave request	Email letter advises a staff member who has accrued annual leave of 30 days that they will have 40 days within 6 months. This is a letter to pro-actively inform the staff member before they reach the 40 day accrual, whereby the University can then formally direct a staff member to take leave, to meet with their nominated supervisor to discuss ways of reducing excess leave. For Academic staff the letter needs to be considered in the context and impact on workload allocation in any given year.	• Leave Management Conversation Guide • ACU Staff Enterprise Agreement 2022-2025 Section 3.11 • Recreation Leave (including Annual Leave) Policy

Template	Who	When	Purpose and Actions	Resources and reference material
Template C Annual Leave greater than 40 days (Letter 1)	Relevant Member of the Executive with email cc to Nominated Supervisor	Staff Member has accrued 40 days annual leave and nominated supervisor has not received advice from the staff member of a leave plan	The University can direct staff with an annual leave balance in excess of 40 days to take leave. In conjunction with the ACU Staff Enterprise Agreement 2022-2025, and the Recreation Leave (including Annual Leave) Policy the University can direct a staff member to take a period of ten days annual leave by a specified date. For the purposes of the specified date the University is using 2 months. This letter notifies a staff member to reduce their annual leave balance by 10 days within 2 months of the date of the letter of notice, in discussion with their nominated supervisor. The requirement to take 10 days annual leave within 2 months can be negated if in discussion with their nominated supervisor: • the staff member agrees on a time to take annual leave to reduce their balance below 30 days within 6 months of the date of the letter and applies for this leave on Staff Connect; or • the nominated supervisor approves (consistent with the delegations) continued accrual of leave above 40 days on the condition that an application is made by the staff member to take and reduce their annual leave balance below 20 days within 1 year from the date of the notice letter, and applies for this leave via Staff Connect. • Considerations: a staff member with a large annual leave balance will always be in a position of direction to take 10 days annual leave within two months as the leave would never be reduced to an acceptable balance. The discussion will need to be around the reduction of annual leave to either below 30 days within six months or below 20 days in one year, or if the staff member has a significant annual leave balance may need to be over an 18 month period, taking into account further accrual of annual leave.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.11.5.1 and 3.11.5.2 • Recreation Leave (including Annual Leave) Policy

Template	Who	When	Purpose and Actions	Resources and reference material
Template D Annual Leave greater than 40 days and staff member has not provided a leave plan or discussed with their nominated supervisor following receipt of Letter 1 (above)	Relevant Member of the Executive with email cc to Nominated Supervisor	Minimum 2 months after Letter 1	The letter specifically directs a staff member to take leave at a certain time and for a certain period. This letter is provided at minimum 2 months from the time of the original notice to take annual leave (Letter 1 above – Template C) where the staff member has no agreed plan, nor advised or discussed with their Nominated Supervisor to take sufficient annual leave to reduce their balance and applied for the leave on Staff Connect. In the absence of any exceptional circumstances the University may direct the staff member to take sufficient annual leave to bring their entitlement below 30 days and may direct the dates on which such leave will be taken. In doing so the University must give at least two months' notice.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.11.5.3 • Recreation Leave (including Annual Leave) Policy
Template E Long Service Leave Eligibility	People and Capability with email cc to Nominated Supervisor	When staff member is eligible for long service leave	The letter specifically advises the staff member they are now eligible to utilise long service leave, the terms and conditions and the options available.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.8[2] • Long Service Leave Policy
Template F Long Service Leave in excess of 9 weeks option to cash out long service leave letter	People and Capability with email cc to Nominated Supervisor	Twice per year (July and January)	The letter specifically advises the staff member that they can cash out a portion of their long service leave under certain conditions: • cash out an amount of a staff members long service leave provided they retain a minimum balance of nine (9) weeks, or • take a period of long service leave and simultaneously cash out an amount of long service leave equivalent to the period of leave taken.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.8.4 • Long Service Leave Policy

Template	Who	When	Purpose and Actions	Resources and reference material
Template G Long Service Leave in excess of 16 weeks (LSL Letter 1)	Relevant Member of the Executive with email cc to Nominated Supervisor	Once per quarter	The letter specifically advises a staff member that they have a long service leave balance in excess of 16 weeks (professional staff) or 4.5 months (academic staff) and to meet with their nominated supervisor to discuss a plan to reduce their balance by a minimum of 6 weeks (and up to 12 weeks for professional staff) with notice of 2 years for professional staff and 12 months for academic staff. Includes the option to cash out a portion of long service leave. This is the first point where the University can commence the direction to take long service leave to the staff member. Therefore, the letter provides the advice that if long service leave is not sufficiently reduced, the University can direct the staff member to take long service leave at a time convenient to the University with the required notice.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.8.3.4[3] • Long Service Leave Policy
Template H Long Service Leave in excess of 16 weeks and not reduced as described in LSL Letter 1	Relevant Member of the Executive with email cc to Nominated Supervisor	Once per quarter	Where a staff member has taken no action or not had a discussion to plan the taking of long service as described in Template G – LSL Letter 1, the University can direct the staff member to take a period of long service leave of a minimum of 6 weeks (for professional staff, to a maximum of 12 weeks with the required notice of the date of commencement of the leave.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.8.3.4[2] • Long Service Leave Policy
Template I Both Annual Leave balance in excess of 40 days and Long Service Leave balance in excess of 16 weeks	Relevant Member of the Executive with email cc to Nominated Supervisor	Once per quarter	The letter specifically recognises that with large balances of both annual and long service leave a comprehensive leave plan of up to two years needs to be discussed. In the first instance the leave plan should include the reduction of annual leave to below thirty days as a priority. In addition, there are options of cashing out portions of both annual and long service leave. In any case, the University can direct a staff member to take both annual leave and long service leave at certain dates and for a certain period as specified under the Agreement.	• ACU Staff Enterprise Agreement 2022-2025 Section 3.8[2] Long Service leave and 3.11 Recreation Leave • Long Service Leave Policy • Recreation Leave (including Annual Leave) Policy

[2] Noting that there is also an adjustment to rules for directing staff to take long service leave where they have significant accruals. This issue has been identified in enterprise bargaining and will apply in advance of a new agreement. In summary, professional staff with long service leave balances of more than 16 weeks can be directed to take leave with 2 years' written notice, and academic staff with long service

leave balances of more than 4.5 months can be directed to take leave with 12 months' written notice. (See the Amended Enterprise Agreement Provision).

The Planning and Taking of Long Service Leave

Professional Staff

(26) A staff member who is entitled to Long Service Leave will take the leave at a time or times that are mutually convenient to the University. The staff member must give the University six (6) months written notice to take the leave unless the University agrees to a shorter period of notice.

(27) A staff member will normally take periods of long service leave in multiples of weeks and may take the leave on full or half pay.

(28) In exceptional circumstances, a staff member, upon written request, may be granted approval to take their Long Service Leave for minimum periods of one (1) or two (2) days per week normally for a minimum period of three (3) months. Such circumstances include but are not limited to where a staff member has approval to transition to a pre-retirement contract arrangement.

(29) If a staff member has a Long Service Leave entitlement of more than sixteen (16) weeks, the University may provide them with written notice to take up to 12 weeks leave, at a time convenient to the University, provided that:

a. the staff member must start their long service no later than 2 years from the date of the University's notice;
b. a staff member cannot be required to take Long Service Leave within twenty-four (24) months of the staff members confirmed date of retirement;
c. the minimum period of long service leave that the University can require a staff member to take is six (6) weeks;
d. the University cannot require a staff member to take any further Long Service Leave for two (2) years after taking leave under this sub-clause; and
e. a staff member who provides notice of their plans to take Long Service leave at a particular date in the future may apply for deferral of the application of this sub-clause.

Academic Staff

(30) Subject to 3.8.3.6 of the Agreement, an academic staff member who has qualified for long service leave is entitled to take long service leave at a time of their choosing, provided that they give the University at least 6 months' written notice of such leave is given or, in the absence of such notice, the University consents.

(31) Where an academic staff member has accumulated a long service leave entitlement in excess of 4.5 months, the University may give the staff member written notice to take up to 3 months of such leave, at a time convenient to the needs of the institution, provided that:

a. the University must give the staff member at least 12 months' written notice of the date on which leave must commence;
b. the University cannot require the staff member to take long service leave within 24 months of the staff member's intended date of retirement;
c. the minimum period of leave the University can require a staff member to take is 6 weeks;
d. if the staff member has been directed to take leave under clause 3.8.3.6 of the Agreement, the University cannot require the staff member to take a further period of long service leave for a period of 2 years after the end of that period of leave.
e. A staff member who provides notice of their plans to take Long Service leave at a particular date in the future

may apply for deferral of the application of this sub-clause.

Cashing out Long Service Leave

(32) In circumstances where a staff member has become eligible for long service leave, that staff member may elect to cash out a portion of their accrued Long Service Leave credits such that either:

a. the staff member will retain a minimum balance of nine (9) weeks, or
b. the staff member may apply to take a period of long service leave and may also apply to cash out an equivalent amount of long service leave.

(33) The staff member will receive payment at the rate equivalent to the amount the staff member would have received for working their ordinary hours during the period of long service leave to be cashed out.

(34) In addition to the application to cash out some of their long service leave, the staff member must provide written notice to the University stating that they wishes to forego taking the Long Service Leave.

(35) If a staff member wishes to forego an entitlement to take an amount of Long Service Leave (in accordance with this clause) the University will pay the staff member, within a reasonable timeframe, the amount of monies the staff member is entitled to receive in lieu of the amount of Long Service Leave.

Payment of Untaken Long Service Leave on Termination

(36) Where a staff member ceases employment with the University after seven (7) years recognised service; or after four (4) years recognised service where the staff member retires at their superannuation preservation age or later (including on the grounds of ill health), or dies; the University will pay to the person or their estate equivalent monies to the amount of accrued Long Service Leave not taken.

Part D - Full Template Letters

(37) Full versions of the Annual Leave Template letters are available via Leave Letter Templates.

Status and Details

Status	Current
Effective Date	2nd February 2024
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	2nd February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability