

## PART 4

### **10 Annual Leave Template Letters (A to D)**

#### **TEMPLATE A**

**Advice to Academic staff member with less than 20 days Annual Leave taken or booked in a calendar year**

**Sent to the Academic staff member via email by the Nominated Supervisor**

Dear *<Insert Name>*,

I am writing to you to advise as at the date of this letter you have not yet fully taken or booked twenty (20) days annual leave or the relevant pro-rata full time equivalent amount for the year *<insert year>*.

As you would be aware, annual leave for academic staff is a component part of your annual workload that is for a full time academic staff member the annual workload consists of 1595 workload hours and 140 hours of annual leave. It is the expectation that annual leave is taken each year and where this does not occur the equivalent untaken annual leave hours are available for additional workload to be allocated.

Whilst the University appreciates the dedication shown by its staff, it is important to plan for regular periods of leave and enable time off for relaxation and recreation. Utilising annual leave regularly enables a healthy work/life balance whilst maintaining connection with both family and friends. Regular leave taking also fosters a productive working and learning environment.

As a result could you please advise me within the next two weeks from the date of this letter of your leave plans for the remainder of *<insert year>*, and submit an application to take annual leave via Staff Connect. In the absence of your response, I will need to consider an appropriate additional workload allocation.

If you wish to discuss the application of your annual leave and associated workload please contact me.

Kind Regards

*Nominated Supervisor*

## TEMPLATE B

### **Pro-active advice to staff with greater than 30 days and less than 40 days Annual Leave Notice to plan sent to staff member via email from the Nominated Supervisor**

Staff who have reached thirty (30) days annual leave will be provided notice to plan. The Organisational Unit can proactively communicate with staff and establish annual leave plans to effectively manage and encourage the taking of annual leave for the next twelve (12) to eighteen (18) months.

Dear <Insert Name>,

You may not be aware that your accrued annual leave balance is more than thirty (30) days and within the next six (6) months will approach forty (40) days.

Whilst the University is appreciative of the dedication shown by its staff, it is important to plan for regular periods of leave and enable time off for relaxation and recreation. Utilising annual leave regularly enables a healthy work/life balance whilst maintaining connection with both family and friends. It also fosters a productive working and learning environment.

Could you please arrange a time for us to discuss your plans for taking annual leave over the next twelve (12) months in order to enable you to utilise your annual leave entitlement.

Yours sincerely

*Nominated Supervisor*

## TEMPLATE C

### **Annual Leave in excess of 40 days (first Notice)**

#### **Email to staff member from the relevant Member of the Executive with copy to Nominated Supervisor**

*Staff who are in excess of forty (40) days annual leave will receive notice to take ten (10) days immediately, that is, within the next two (2) months.*

Dear <Insert Name>,

You may not be aware that your accrued annual leave balance is in excess of forty (40) days.

Whilst the University appreciates the dedication shown by its staff, it is important that the University encourages staff to plan for regular periods of leave and enable time off for relaxation and recreation. Utilising annual leave regularly enables a healthy work/life balance whilst maintaining connection with both family and friends. Regular leave taking also fosters a productive working and learning environment.

The University's Staff Enterprise Agreement details the entitlement and processes to manage annual leave. This letter is notice to advise that, within two (2) months of the date of this letter, you will need to apply through Staff Connect to take ten (10) days annual leave in order to reduce your annual leave balance.

Prior to applying for annual leave please arrange a time to meet with your nominated supervisor to discuss a suitable time to take the required annual leave. During this meeting, you may wish to discuss the following other options:

1. An agreed time to take annual leave to reduce your balance to below thirty (30) days within six (6) months of the date of this letter; or
2. An agreed time to take and reduce your annual leave below twenty (20) days within one (1) year from the date of this letter.

In either option, the application for leave must be submitted via Staff Connect within two (2) months from the date of this letter.

There will be ongoing discussion on utilising and taking annual leave as part of progress plan discussions with your nominated supervisor as the University genuinely encourages staff to take their leave entitlement each year. For Academic staff in particular, the taking of annual leave forms an essential part of the discussion on the annual workload allocation. Where the full four (4) weeks annual leave is not taken or planned, the untaken leave should increase the Academic staff member's availability for additional academic work.

You need to be aware that if no application is submitted through Staff Connect for a period of annual leave as described in this letter, the University can direct you to take sufficient annual leave to bring your accrued entitlement below thirty (30) days and may direct the dates on which such leave will be taken with two (2) months written notice.

Please speak to your nominated supervisor in the first instance to commence the discussion on the planning and taking of your leave.

Yours sincerely

*Member of Executive*

cc: *Nominated Supervisor*  
*Human Resources*

## TEMPLATE D

### **Annual Leave remains in excess of 40 days (Second Notice with Direction)**

#### **Email to staff member from the relevant Member of the Executive with copy to Nominated Supervisor**

Where no action to reduce the Annual Leave balance has taken place based within two months of the receipt of the Template C letter (above) the staff member will receive a follow up directive to take sufficient Annual Leave to bring entitlement to below (30) days.

Dear <Insert Name>,

I am writing to you as your annual leave balance remains in excess of forty (40) days within two (2) months of the original notice provided to you. If you have been in discussion with your nominated supervisor and have agreed to take action to reduce your annual leave balance, this has not yet been applied for via Staff Connect and approved.

Consequently, the University now provides notice that you are required to take annual leave consistent with clause 3.11.5.3 of the *ACU Staff Enterprise Agreement 2017-2021*. In discussion with your nominated supervisor the following annual leave arrangements will apply.

You are required to take <#days/hours> annual leave, from <insert start date of leave must be at least 2 months from the date of this notice letter> until <insert end date of leave period >. Human Resources will be advised of the period of annual leave and will automatically record the annual leave and reduce your accrued annual leave balance at the commencement of the leave period.

If there are exceptional circumstances for you not to take the leave for the period advised or you genuinely intend to make an application or plan to reduce your annual leave balance below thirty (30) days you should speak immediately with your nominated supervisor.

Yours sincerely,

*Member of Executive*

cc: *Nominated Supervisor*  
*Human Resources*

## 11 Long Service Leave Template Letters (E to I)

### TEMPLATE E

#### Long Service Leave Eligibility Advice

#### Sent by Human Resources with copy to Nominated Supervisor

Staff who complete 7 years' service and become eligible for long service leave will receive the following email from Human Resources confirming eligibility to commence taking long service leave, how to manage accrual and the need to plan for long service leave and information on the range of options including cashing out long service leave in excess of 9 weeks.

Email from Human Resources

Dear <Name>,

I am writing to advise that you are now eligible to take long service leave. Congratulations on this milestone with Australian Catholic University and recognition of your length of service with us.

You can check your long service leave balance via [Staff Connect](#). Your long service leave balance also appears on your payslip.

The purpose of long service leave is to recognise your length of service and enable time off for rest and relaxation, for this reason it is important that you proactively manage your long service leave balance and plan to take leave. Taking regular periods of leave also fosters a productive working and learning environment.

You should give your Nominated Supervisor at least six (6) months' notice of your intention to take long service leave, however, your Nominated Supervisor can agree to a shorter period of notice.

Long service leave is normally taken in multiples of weeks and this can be taken on full or half pay. You are encouraged to meet with your Nominated Supervisor to develop a plan to take your accrued long service leave and to make an application via [Staff Connect](#). There will be an ongoing discussion of leave plans as part of your progress plan discussion with your nominated supervisor.

You are encouraged to take your Long Service Leave now you are eligible, however in certain circumstances you may apply to cash out a portion of your long service leave, rather than taking the leave.

You may apply to cash out your Long Service Leave under the following circumstances:

- if you have accrued greater than nine (9) weeks, provided you retain a minimum balance of nine (9) weeks Long Service Leave, or;
- you can take a period of Long Service Leave and simultaneously cash out an equivalent amount of Long Service Leave.

To apply to cash out long service leave complete a "Request Cash Out Long Service Leave" form on Service Central.

It is important that you are aware that in the event that your accrued long service leave balance reaches in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff), you may be given notice to take a minimum period of six (6) weeks and up to twelve (12) weeks long service leave, at a time convenient to the University. Where this occurs, you may wish to consider cashing out a portion of leave as detailed above.

Further information on the long service leave provisions for staff at ACU is outlined in the Long Service Leave Policy

Should you have any queries in relation to your long service leave please contact Human Resources via a Service Central request.

Yours sincerely,

Human Resources

cc: *Nominated Supervisor*

## TEMPLATE F

### **Advice to staff with Long Service Leave in excess of 9 weeks Sent by Human Resources with copy to Nominated Supervisor**

Staff who are currently in excess of 9 weeks long service leave will receive the email below from Human Resources that outlines their eligibility for the cashing out of long service leave down to a minimum of 9 weeks.

Long service leave when taken is costed against a central overhead and the cashing out of long service leave does not impact upon the operational budget of the organisational units.

Email from Human Resources

Dear <Name>,

You may not be aware that your accrued long service leave balance is currently in excess of nine (9) weeks.

The purpose of long service leave is to recognise your length of service and ideally to enable significant time off for rest and relaxation. For this reason it is important that you proactively manage your long service leave balance and plan to take leave. Taking regular periods of leave also fosters a productive working and learning environment. Where it is not possible to take a significant period of long service leave, you do have the option of cashing out a portion of your accrued long service leave.

In the first instance the University encourages you to meet with your Nominated Supervisor to develop a plan to take a significant portion of your accrued long service leave and to make an application via [Staff Connect](#).

In managing your leave balance you can consider a request to cash out a portion of your accrued long service leave, electing to either:

- cash out an amount of your long service leave provided you 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.

To apply to cash out long service leave complete a "Request Cash Out Long Service Leave" form on Service Central.

There will be an ongoing discussion of leave plans as part of your progress plan discussion with your Nominated Supervisor.

Please be aware that in the event that your accrued long service leave reaches a balance in excess of 16 weeks (professional staff) or 4.5 months (academic staff), you can be given notice to take a minimum period of six (6) weeks and up to twelve (12) weeks long service leave, at a time convenient to the University. Where this occurs or has occurred, you may wish to consider cashing out a portion of long service leave as detailed above.

Further information on the long service leave provisions for staff at ACU is outlined in the Long Service Leave Policy.

Should you have any queries in relation to your long service leave please contact the Human Resources via a Service Central request.

Yours sincerely,  
Human Resources

cc: <Nominated Supervisor >

## TEMPLATE G

### **Advice to staff with Long Service Leave in excess of 16 weeks/4.5 months (First Letter of Notice)**

#### **Email to staff member from the relevant Member of the Executive with copy to Nominated Supervisor.**

Staff who are currently in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff) of long service leave will receive the email below from the Member of the Executive to discuss and plan with their Nominated Supervisor to reduce their long service leave by at least six (6) weeks.

Dear <Insert Name>,

You may be aware that your accrued long service leave balance is currently in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff).

The purpose of long service leave is to recognise your length of service and ideally to enable significant time off for rest and relaxation. For this reason, it is important that you proactively manage your long service leave balance and plan to take leave. Taking regular periods of leave also fosters a productive working and learning environment.

I ask that you meet or liaise with your Nominated Supervisor within two (2) weeks of the date of this letter in order to develop a plan for you to take six (6) weeks long service leave at a date six (6) months from the date of this letter and to make an application via [Staff Connect](#) to book this leave. With the approval of your Nominated Supervisor you may wish to take the six (6) weeks long service leave at an earlier time.

To manage your leave balance, you may also want to consider a request to cash out a portion of your accrued long service leave, you can elect to either:

- cash out an amount of your long service leave provided you 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.

In addition, you may wish to discuss the taking of more than six (6) weeks leave within an appropriate time in discussion with your Nominated Supervisor.

To apply to cash out long service leave complete a "Request Cash Out Long Service Leave" form on Service Central.

I do need to make you aware that in the event that your long service leave balance is not reduced in a way described above, the University can give you notice to take a minimum period of six (6) weeks and up to twelve (12) weeks long service leave, at a time convenient to the University. In this circumstance you will be provided with 2 years' written notice (professional staff) or 12 months' written notice of the date on which the long service leave must start.

There will be an ongoing discussion of leave plans as part of the progress plan discussion with your Nominated Supervisor.

Please speak with your Nominated Supervisor in the first instance to commence the discussion on the planning of your long service leave.

Yours sincerely,

*Member of the Executive*

cc: *Nominated Supervisor*



**TEMPLATE H****Advice to staff with Long Service Leave in excess of sixteen 16 weeks / 4.5 months (Letter of direction) where no action taken to reduce leave following first communication  
Sent from the Member of the Executive with copy to Nominated Supervisor**

Where no action to reduce the long service leave balance has been taken place the staff member will receive a follow up notice to take a minimum 6 weeks leave (or a maximum 12 weeks' for professional staff) long service leave, at a time convenient to the University with the required notice.

Dear <Insert Name>,

I am writing to as your accrued long service leave balance remains in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff) which indicates that you have not taken action, following my previous correspondence, to reduce your accrued long service leave balance.

It is the University's expectation that opportunities are made available for staff to take their long service leave entitlement and enable staff time off for relaxation, recreation, maintain a healthy work/life balance, remain connected with both family and friends, and foster a productive working and learning environment.

Consequently, the University now provides notice to take long service leave in line with clause 3.8.3.4 of the *ACU Staff Enterprise Agreement 2017-2021*. This is following discussion with your nominated supervisor the following long service leave arrangements will apply.

You are required to take <min 6 weeks – max 12 Weeks> long service leave, from <insert start date of leave must be at least 12 months from the date of this notice letter for academic staff and 2 years for professional staff> until <insert end date of leave period >. Human Resources will record the long service leave and reduce your accrued long service leave balance at the commencement of the leave period.

Following this period of long service leave the University will not require you to take any further long service leave for two (2) years.

The requirement to take long service leave on the dates above may be deferred if you provide notice of plans to take your long service leave at a particular date in the future. Your leave must be at a time that is convenient to the University and the deferral of the required period of long service leave is conditional on the leave having been approved in [Staff Connect](#).

If you are within twenty-four (24) months of your confirmed date of retirement, you are not required to take the period of long service leave detailed above. The requirement to take long service leave will be waived upon the submission of a confirmed date of retirement or where you have approval to transition to a pre-retirement contract arrangement.

In considering the utilisation of your long service leave, I remind you that you also have the additional option of cashing out a portion of your long service leave in excess of nine (9) weeks.

Should you have any questions in relation to this request you should discuss the utilisation of your long service leave with your Nominated Supervisor in the first instance.

Yours sincerely,

*Member of the Executive*

cc: *Nominated Supervisor*

*Human Resources*

## TEMPLATE I

### **Both Annual Leave greater than 40 days and Long Service Leave greater than 16 weeks/ 4.5 months**

#### **Email from Member of the Executive with copy to Nominated Supervisor**

Staff who have both an annual leave balance in excess of 40 days and a long service leave balance in excess of 16 weeks (professional staff) or 4.5 months (academic staff) will receive the following email from their Nominated Supervisor. As a priority, the annual leave accrual should be reduced first with a Nominated Supervisor lead discussion, supported by Human Resources, with the staff member to develop a comprehensive leave plan over the next two year period.

Dear <Name>,

You may not be aware that you have significant amounts of accrued leave which the University is encouraging you to utilise. Your accrued annual leave balance is in excess of forty (40) days and your long service leave balance is in excess of sixteen (16) weeks (professional staff) or 4.5 months (academic staff).

It is the University's expectation that opportunities are made available for all staff to take their annual and long service leave entitlements and enable staff time off for relaxation, recreation, maintain a healthy work/life balance, remain connected with both family and friends, and foster a productive working and learning environment.

I am sure you can appreciate that the accumulation of such high leave balances is concerning as it can have an adverse effect on your overall health and wellbeing. I therefore ask that you meet with your Nominated Supervisor to develop a comprehensive leave plan and ways to enable you to utilise your leave and indicating when you will be taking your annual and long service leave over the next two year period.

As part of the plan to reduce your leave balance I ask that you reduce your accrued annual leave balance to below thirty (30) days as a first priority and ideally plan more.

Alternatively, you may wish to consider submitting an application to cash out a portion of your annual leave and retain a balance of twenty (20) days annual leave. To apply to cash out annual leave complete a "Request Cash Out of Annual Leave" form on Service Central.

You can also consider a combination of taking annual leave and cashing out a portion of your annual leave balance as well.

In regards to your long service leave balance it is also important that you are aware that the University can also give you notice to take a minimum period of six (6) weeks and up to twelve (12) weeks long service leave, at a time convenient to the University. In this circumstance you will be provided with a minimum of six (6) months written notice of the date on which the long service leave must start.

In order to effectively manage your long service leave balance you may also want to consider requesting to cash out a portion of your accrued long service leave, by electing to either:

- cash out an amount of your long service leave provided you 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.

To apply to cash out long service leave complete a "Request Cash Out Long Service Leave" form on Service Central.

As the first step in enabling you to take and plan both your annual leave and long service leave over a two year period, please make a time to meet with your Nominated Supervisor, to discuss the options described above and to identify what may be required to assist you in taking your leave entitlements.

Yours sincerely,

*Member of the Executive*

cc: *Nominated Supervisor*  
*Human Resources*