



Annual Leave Policy

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For part-time employees a public holiday / concessionary allowance will also be calculated and included in the total annual allowance.

Calculation example:

**(Part-
concessionary day allowance**

rs per day = public holiday /

Where an employee's FTE is calculated by:

In the event that an employee does not have sufficient entitlement to ensure payment for public and concessionary days that fall on a normal contractual day of work the following options should be discussed and agreed at line management level:

Employees may not take annual leave without prior approval from their Line Manager. Employees should reasonably give a period of notice to request leave of double the duration of the period being requested. The Line Manager will respond to all requests for leave in a timely manner. Where exercising the right to refuse the leave, either at the point of request or post original authorisation, the notice to prohibit leave will be at least equal to or greater than the period of leave requested. For example, in the event of refusing a request for one week of leave a notice period

All staff may

a later date. Line Managers will discuss with individuals an agreed plan for allowing high volumes of carried over entitlement to be taken over a reasonable period of time in the best interest of the University and the individual.

In this circumstance, it is the responsibility of the individual to ensure that the entitlement is taken within the agreed period.

