





**Murrumbidgee
COUNCIL**

Excess Annual Leave Policy

	Name	Position	Signature	Date
Responsible Officer	Sarah Gurciullo	People and Culture Officer		29 March 2022
Authorised By	John Scarce	General Manager		29 March 2022

Date adopted by Council 22 March 2022 Minute No 29/03/22	
Document Revision History	
Next Review Due By:	August 2025
Review Date:	
Minute Number:	
Review Date:	
Minute Number:	

March 2022

Aim

To reduce the amount of excess annual leave.

Application

Applies to all staff employed by Murrumbidgee Council who receive annual leave entitlements.

Objective

This policy:

- Provides a measured approach to reducing excess annual leave of individual employees, without compromising service delivery to the community
- Provides triggers when an individual has encroached on excessive amounts of accrued leave, and provides for the reduction
- Is supported by the Local Government (State) Award 2020.

Definitions

Annual leave pro rata: is the leave accumulated from the first day after the employee's anniversary date until the next anniversary date

Transition to retirement: Agreement made under clause 24 (phased retirement) of the Local Government (State) Award 2020

Time in Lieu: A situation where a staff member is directed by their Manager to work more than their rostered normal hours and there is agreement with the Manager that the extra hours so worked are designated as time in lieu (as opposed to receiving overtime payment) and such time to be taken off work at a later time agreed between the Manager and staff member. Time banked and taken as time in lieu is at time for time (no penalty uplift is applied). Prior approval by the Manager must be evident.

Award: Local Government (State) Award 2020, or any replacement Award

Policy

1. Employees with 10 weeks 350/380 hours of annual leave in total (inclusive of pro rata):

- Employees who indicate that they are retiring on or before 30 June 2023 and enter into a transition to retirement agreement with Council, will be required to take 20 days annual leave for each year working.
- All other employees above the 10 weeks (350/380 hours) total annual leave entitlement (including pro rata) will take a minimum of 30 days annual leave each year until the total annual leave entitlement, inclusive of pro rata, is below 350/380 hours.

2. Employees with annual leave entitlement in excess of 8 weeks but less than 10 weeks (not including pro rata):

- Employees falling into this category must take 25 days annual leave each year until the entitlement is at or below 280/304 hours.

Managing Arrangements and Records

The Manager/Supervisor is responsible for ensuring the policy is applied, and records are completed.

The Finance Manager is responsible for providing a report to the General Manager who, in turn, will provide to the Audit Risk & Improvement Committee the status of the excessive annual leave, this report to be provided by 30 September each year.

Related Documents and Legislation

- Local Government Act 1993
- Local Government (State) Award 2020

Review

Review of the policy will be undertaken every Council term following the date of its adoption.

ANNUAL REPORT				
Position as at 30 June 2021			Position as at 30 June 2022	
Annual Leave Entitlement (Days)	No. Staff	No. Days	No. Staff	No. Days
41-45	5	213		
46-50	2	100		
51-60	2	111		
61-80	1	63		
81-100	-	-		
100+	4	770		
Total	14	1257		