

# POLICY

PPMF | TAFESA | 1065

## Title

Excess Recreation Leave Policy

## Contact Officer

Position

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TAFE SA Policies are issued under the TAFE SA Policy Management Framework. They are binding on all TAFE SA employees.

## 1 Policy

This Policy provides direction to staff and managers for the appropriate management of Recreation Leave.

This Policy is to be read in conjunction with the relevant employment Awards, Enterprise Agreements as listed in section 5 below.

## 2 Scope

This policy applies to all TAFE SA Salaried Staff.

## 3 Definitions

Delegate	The responsible authorised officer as identified in the approved Human Resources Instrument of Delegations.
Excess Leave	Any entitlement value that is still outstanding from a previous service year after a further entitlement value becomes due on the employees' next service year
Service Year/Date	The annual "anniversary" date upon which an employee's Recreation Leave entitlement falls due.
Recreation Leave Balance definitions	<p><u>Entitlement</u>:- in the context of current payroll and reporting systems, entitlement refers to the unused value of the leave that was due to the employee at the date of the last service year.</p> <p><u>Accrued Leave</u>:- in the context of current reporting systems, accrued leave is the unused value of leave that has been accumulated since the date of the last service year up to the last completed month of service.</p> <p><u>Total Entitlement</u>: - means the sum of <i>entitlement</i> and <i>accrued leave</i>, and represents the maximum amount of leave due to the employee up to the last completed month of service.</p>

## 4 Related policies and procedures

PPMF | TAFESA | 86

Workplace Health and Safety – Duties and Obligations Procedure

## 5 References

[Public Sector Regulations 2010](#)

[South Australian Modern Public Sector Enterprise Agreement: Salaried 2017](#)

[Commissioner's Determinations 3.1 Employment Conditions – Hours of Work, Overtime and Leave](#)

<a href="#">Public Sector Act 2009</a>
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<a href="#">SA Public Sector Salaried Employees Interim Award</a>
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## 6 Recreation Leave

The timely and effective management of Recreation Leave is essential both in terms of general workforce management practice and sound financial management. There is also a work, health and safety aspect that requires people to take leave for the purpose of rest and recuperation.

Recreation Leave is to be accrued and taken on an annual basis in accordance with the provisions of the relevant employment Awards and Enterprise Agreements, together with the provisions of the Commissioner's Determinations 3.1 Employment Conditions – Hours of Work, Overtime and Leave.

### 6.1 Applications for Recreation Leave

In accordance with Regulation 21(2) of the Public Sector Regulations 2010, Recreation Leave must be applied for and granted so that the employee's entitlement for a service year is taken within 24 months after its accrual. Only in exceptional circumstances may an employee apply to the Chief Executive or delegate for deferral beyond this. Whilst the granting of leave is subject to organisational convenience and the requirements of the position, Managers must ensure that staff can take leave consistent with this clause.

Managers must ensure that sufficient entitlement exists before approving an application for Recreation Leave.

Periods of approved Recreation Leave are to be clearly reflected as such on employee timesheets / attendance records.

### 6.2 Management of Excess Recreation Leave balances

Excess Recreation Leave reports will be provided by Human Resources to Managers on a monthly basis, detailing the current leave liabilities and balances of individual employees. Managers will meet with employees to discuss leave intentions when their balance is higher than 12 months of accrual for their Full Time Equivalent (FTE).

In these situations, a Recreation Leave Management Plan will be put in place and signed by both the line manager and the employee and the leave will be booked in the CHRIS 21 payroll system.

A template for this purpose is provided at Appendix 1.

### 6.3 Employees taking Leave without Pay (including Maternity Leave)

Employees should exhaust Recreation Leave entitlements outstanding from the last service year (and earlier) prior to commencing (or immediately following the end of) any period of leave without pay in excess of 6 months.

### 6.4 Temporary / Fixed Term Contract Employees

Where employees are engaged for a specified term of employment, Recreation Leave should be planned and managed such that all accrued leave is taken within the term of the employment (e.g. where an employee is engaged for a full 12 months, the Recreation leave entitlement should be taken within that 12 month employment period). Where this does not occur, any accrued Recreation Leave outstanding upon cessation of employment will be paid in lieu.

## **6.5 Refusal or failure by an employee to take Recreation Leave**

In the event that an employee refuses or fails to take Recreation Leave as required, the chief executive or delegate may direct the employee to take leave by giving at least two weeks' notice. As per the Public Sector Act 2009 - Part 4 Recreation Leave – 5 (7), if an employee has been directed to take accrued recreation leave within a specified period but has not done so, the public sector agency may give the employee written notice cancelling the entitlement of the employee to specified accrued recreation leave.

## **7 Responsibilities**

### **7.1 Executives, Directors, Senior Managers / Managers**

- Ensure compliance with the requirements of this Policy
- Ensure that Recreation Leave Management Plans are in place and managed where required by this Policy
- Ensure that Recreation Leave taken is properly reflected in timesheets / attendance records.

### **7.2 Employees**

- Ensure that Excess Recreation Leave is taken in accordance with the requirements of this Policy, that an appropriate Leave Application is submitted and approved prior to taking any period of Recreation Leave, and that such leave is properly reflected in timesheets / attendance records
- Cooperate with any reasonable request from management to apply for leave in accordance with the requirements of this Policy, and to take leave within specified timeframes.

## **8 Review of TAFE SA policy**

TAFE SA policies must undertake a full review process, including staff consultation and TAFE SA Executive/Board approval, at least every three years, but may be actioned earlier according to strategic priorities, reforms or feedback received.

**EXCESS RECREATION LEAVE MANAGEMENT PLAN**

To be used to plan the use of excess recreation leave.  
A copy should be kept on the employee's personnel file.

**Section 1: Employee Details**

Surname  Given Name(s)  Employee Number:

Business Unit  Workgroup:

Employment Category:  Public Sector Act

Job Type:  Salaried  Weekly Paid  Other:

Full-time  Part-time

**Section 2: Leave balance**

As at date: \_\_\_\_\_ This employee has a total leave balance of: \_\_\_\_\_ hours

**Section 3: Reduction Plan**

This section to be completed by the employee and submitted through to their line manager for approval.

Following discussion between the employee and the line manager, the following leave periods have been agreed in order to exhaust this entitlement:

From	To	Hours used	Days used	New balance (Manager to complete)

**Notes:**

Ensure this year's recreation leave accrual is taken into account in order to reduce leave hours.

Once this reduction plan is approved I acknowledge that I must submit necessary leave applications in HR21 within 7 working days. This plan is not finalised until leave is booked.

Employee's Signature:  Date:

**Section 4: Approval**

I have discussed this excess recreation leave with the employee and approve the above excess recreation leave plan. The employee understands their requirement to book this leave in CHRIS 21 within 7 days.

Manager's Signature: \_\_\_\_\_ **Approved / Not Approved**  
Print Name: \_\_\_\_\_ Date:

A copy of the approved form is to be provided to the employee and placed on employee's personnel file.