

The University of Auckland Annual Leave Policy

PURPOSE

The collective or individual agreement governs each staff member's Annual Leave provision. This policy defines University policy on the management of Annual Leave.

1.0 INTRODUCTION

- 1.1 The staff member's collective or individual employment agreement provides for an entitlement to annual leave with rules for taking of leave and accumulating leave.
- 1.2 Annual Leave is important for both the health and well being of the staff member and the financial health of the University, and must be managed to these ends.
- 1.3 Requests for cashing up annual leave will not be considered.

2.0 TIMING OF ANNUAL LEAVE

- 2.1 In the case of Academic Staff, annual leave should be:
"...taken by agreement with the Head of Department/Director of School and should normally be arranged out of teaching time."
- 2.2 In the case of General Staff:
"The employee's wishes concerning the timing of leave will be met as far as possible. However, where this is not convenient to the University, the employer may decline to grant leave or may direct an employee to take leave at a certain time."
- 2.3 It is expected that the timing of annual leave be a matter that is determined between the Academic Head/Manager and the staff member under the above principles.
- 2.4 In the case of General Staff, the University should attempt to reach agreement over the timing of annual leave, though where it is convenient to the University, leave may be required to be taken - normally in reasonable periods rather than odd days.

3.0 EXCESSIVE ACCUMULATION OF ANNUAL LEAVE

- 3.1 The General Staff Collective Agreement specifies under G2.3 that "*An employee may be permitted to carry forward from one leave year to the next up to half of his/her annual leave entitlement.*" There is a responsibility on the Academic Head/Manager to ensure that any annual leave that is to be carried forward is normally limited to half their annual leave entitlement.
- 3.2 Any leave to be carried forward in excess of that amount should be actively managed until it reduces to this criterion.
- 3.3 It is particularly important in circumstances of budgetary constraints that Annual Leave is not allowed to accumulate.

4.0 MAXIMUM GUIDELINE ACCUMULATION

- 4.1 In the case of Academic Staff, Annual Leave is expected to be taken in the year that it is granted.
- 4.2 For General Staff, not more than half of the staff member's annual leave entitlement (i.e. 2.0 to 2.5 weeks) should be carried forward. This means that managers must manage such that General Staff have **not more than 38** days Annual Leave at any point in time (except where Long Service Leave has been granted recently).

5.0 OTHER CONDITIONS

For further detail, staff should refer to their employment agreement.

6.0 DOCUMENT MANAGEMENT CONTROL

Prepared by:	Human Resources
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Approved by:	Director of Human Resources
Date approved:	March 2011
Date Issued:	17 March 2011
Review Date:	March 2014