 **Annual Leave Policy**

## **Policy brief & purpose**

**Kyneton Dry Stone Walling Centre** (“**the Company**”) will endeavour to, where possible, approve leave requests by employees in order to best accommodate personal, family, work and community commitments, without compromising the achievement of the Company’s business objectives.

Leave entitlements are outlined under the National Employment Standards in the *Fair Work Act 2009* (Cth) (‘**the Fair Work Act’**), in addition employees may have entitlement to leave under a modern award, enterprise agreement or State legislation (such as long service leave legislation).

The purpose of this policy is to set out employees’ entitlements to leave and the manner in which leave must be requested by employees. To the extent of any inconsistency between this policy and the legislation referred to above, the provisions of the legislation shall prevail.

In so far as this policy imposes any obligations on the Company (ie those in addition to those set out in legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (ie those in addition to those set out in legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

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Eligibility & Entitlement

Permanent full-time employees are entitled to 4 weeks’ paid annual leave per year (pro rata for permanent part-time employees), which accrues progressively throughout the year according to an employee’s ordinary hours of work and is cumulative from year to year.

Casual employees are not eligible to paid annual leave.

**Procedures for Requesting Annual Leave**

All requests for annual leave must be approved in advance by the Company. The employee’s relevant immediate manager will consider the employee’s request in conjunction with the business and operational needs of the workplace. Employees should request annual leave, providing, where possible, two weeks’ notice of his/her leave.

Simply making a request for annual leave does not automatically entitle an employee to take such leave. The Company may refuse to authorise a period of annual leave on the grounds of the operational requirements of the business or in the event that the employee has provided insufficient notice of his/her desire to take leave. The Company will not unreasonably refuse to approve a period of annual leave or deny an employee a period of annual leave which has already been authorised.

**Company requiring employees to take annual leave**

The Company may direct an employee to take annual leave in certain circumstances, such as company down-time over the Christmas/New Year Period.