

Managing Annual Leave

Managers Forum – 11 November 2020



Why take a Break?

Everyone needs a break to relax, unwind and recharge!



Checklist for Managers

Organise Leave

- Discuss annual leave plans during Give Me 5
- Encourage and promote taking of leave
- Schedule at least 4 weeks annual leave with each employee, each year

Importance of Taking Leave

- Discuss importance of taking leave
- Work together on ideas to reduce any excess leave

Book a Time

- Confirm excess annual leave balance
- Calculate target required
- Review entitlements under the EBA

Plan to Reduce

- 12 Month Leave Plan
- Cashing out (if permitted)
- Implement / follow up
- Direction if refusal



Current State



1,435

Employees with more than two years of excess annual leave

83,000

Hours of excess annual leave



Reducing Excess Annual Leave

**12 Month
Leave Plan**

Cashing out
(if permitted)

EBAs with cashing out provisions:

- Allied Health Professionals
- Dental Therapists, Dental Hygienists..
- Health and Allied, Managers and Admin
- JMPH Nurses and Midwives
- JMPH Support Services
- Medical Scientists, Pharmacists & Psychologists
- Mental Health
- Nurses and Midwives

Name:	Employee No:		
Annual Leave Balance:			
Total Annual Leave Balance:	_____ Hours		
Excess Leave > 12months	_____ Hours / _____ Weeks		
Excess Leave > 24 months:	_____ Hours / _____ Weeks		
Periods of Leave			
From	To	Hours Taken	Hours – Balance remaining
_____	to _____	_____	_____
	to _____		



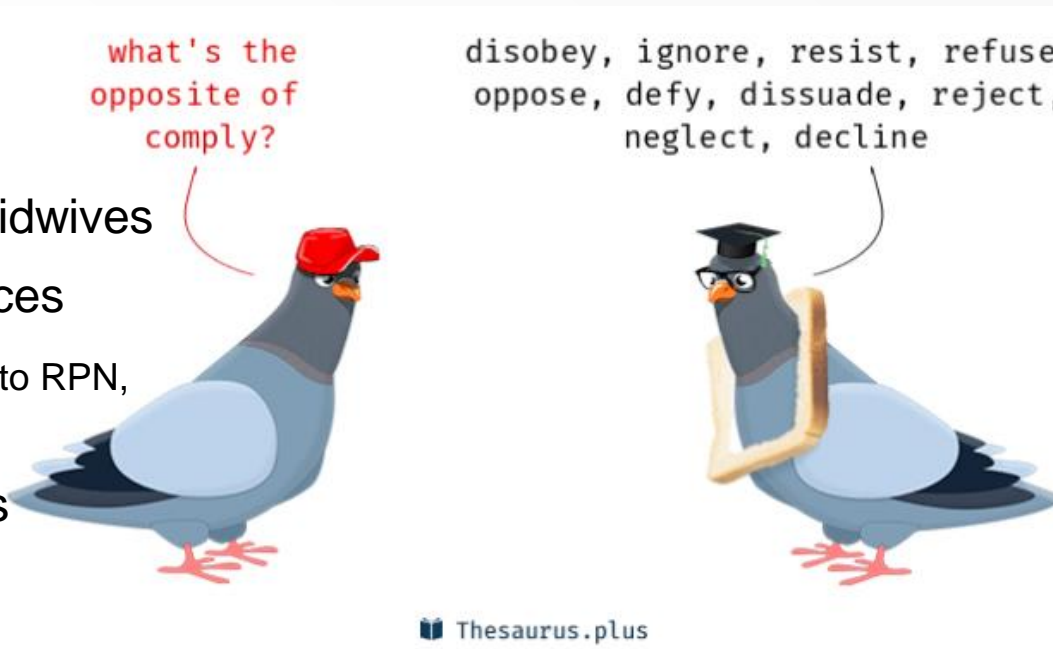
A combination of planning to take leave and cashing out (where permitted) can be a great way to reduce excess annual leave.



Directive to take Excess Annual Leave

EBAs expressly permit directive to take excess annual Leave:

- Allied Health Professionals
- Dental Therapists
- General Dentists
- JMPH Nurses and Midwives
- JMPH Support Services
- Mental Health (limited to RPN, PEN, PSO's, AHP)
- Nurses and Midwives



EBAs rely on Leave Types and Entitlements Procedure:

- Biomedical Engineers
- Doctors – DIT and SMS
- Health and Allied, Managers and Admin
- Maintenance
- Medical Scientists, Pharmacists and Psychologists
- Mental Health (Health and Allied and Managers and Admin stream)



Tools and Contacts

- Correspondence to Employees and Managers identifying excess annual leave

Resource pack:

- Excess Annual Leave Plan
- EBA Excess Annual Leave Guide
- Cashing out Annual Leave Guide
- Cashing Out Annual Leave Authority Form
- Managing Excess Leave - Frequently Asked Questions
- Manager Checklist for Excess Annual Leave
- People & Culture - Leave Types and Entitlements Policy
- Reports from the Business Manager/ BI Portal
- People & Culture Business Partner



Kindness

Kindness = strength

Choosing kindness can be tough and
it shows strength.

#kindnessworkshere

hush
foundation



Approach the conversation with kindness, trust and respect

