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| <b>Name of Policy</b>   | <b>Annual Leave Loading Policy</b>   |
| <b>Description of Policy</b>  | <i>This policy covers the provision of annual leave loading at ACU National.</i> |
| <input type="checkbox"/> √ New Policy <input type="checkbox"/> Revision |  |
| <b>Description of Revision</b>  |  |
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**Human Resources**

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| <b>Policy and Revision Number</b>      |          |
| <b>Original Effective Date</b>         |          |
| <b>Review Due Date</b>                 |          |
| <b>Revision Effective Date</b>         |          |
| <b>Senate Approval Date</b>            |          |
| <b>Vice Chancellor's Approval Date</b> | 03.12.07 |

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## **1. Background Information**

This policy has been developed in support of the Annual leave loading provision at ACU National.

## **2. Policy Statement**

Payment of an annual leave loading will be in accordance with the provisions of the University enterprise agreement as in force from time to time.

## **3. Policy Purpose**

This policy informs staff members of the process and procedures for the payment of Annual leave loading each year.

## **4. Application of Policy**

4.1. Continuing and fixed-term staff members are entitled to annual leave loading.

4.2. A staff member who, as at 31 December in any year, has qualified for four weeks annual leave in that year shall be entitled in respect of that leave to an annual leave loading equal to 17.5% of four weeks salary on the pay day preceding the following 1 January, subject to a maximum payment of the equivalent to the Commonwealth Statistician's average weekly total earnings of all males (Australia) for the preceding September quarter.

4.3. A staff member whose employment commenced after 1 January in any year shall, in respect of annual leave accrued for the period of employment up to the following 31 December, be entitled on the pay day preceding the following 1 January to pro-rata payment of the amount payable under sub-clause 4.2 hereof for the number of completed days of continuous service in that year subject to the maximum payment being in the proportion that such number of days bears to 365 days.

4.4. A staff member whose employment is terminated prior to 31 December in any year shall in respect of annual leave for the period up to the date of termination of employment be entitled to pro-rata payment of the amount payable under sub-clause 4.2 hereof for the number of completed days of continuous service in that year subject to the maximum payment being in the proportion that such number of days bears to 365 days.

## **5. Procedures**

Payment of annual leave loading will normally be made in the last pay in December each year.

## **6. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about the Policy may forward their suggestions to the Director, Human Resources.

## **7. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.