



PUBLIC TRUSTEE AND GUARDIAN

POLICY

DOCUMENT PROPERTIES	
Name of Policy	Management of Excess Leave Credits
PTG Policy Number	2017-13
Endorsed by SLG	30.11.2016
Authorised by	Andrew Taylor, Public Trustee and Guardian
Date for review (plus three years)	30.11.2019

LEGISLATION

ACT Public Service

Administrative and Related Classifications Enterprise Agreement 2013 – 2017

Public Sector Management Act 1994

Public Sector Management Standards 2016

JACS POLICIES

Justice and Community Safety Directorate Attendance & Leave – A Guide for Managers, Supervisors and Employees

DEFINITION/S

Excess leave = 2½ year's worth of annual leave credit.

POLICY

[Section 7 Justice and Community Safety Directorate Attendance & Leave – A Guide for Managers, Supervisors and Employees]

[Clause F7.20 of Common Core enterprise agreements]

Management of Excess Leave Credits

Employees are discouraged from accruing excessive annual leave balances. Best practice is to ensure leave balances are managed and annual leave planning is undertaken. The JACS Common Core enterprise agreements require employees who have accrued 2 year's worth of annual leave credits to put in place an agreed leave usage plan with their manager/supervisor to ensure their credit will not exceed 2½ year's worth of annual leave credit.

If an employee does not agree to a reasonable annual leave usage plan the delegate may direct the employee to take annual leave in order to reduce their balance to below 2½ year's worth of accrual.

A pro forma leave plan is available from the JACS intranet:
<http://injacs/documentcentre/Forms%20and%20Templates/HR%20-%20Employment%20and%20Conditions/Leave%20Usage%20Plan.pdf>.

END OF POLICY

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