



PILGRIM UNITING CHURCH

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

HR-03

ANNUAL LEAVE POLICY - EMPLOYEES

1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our employees; and
- ensuring that employees are treated in accordance with relevant legislation, awards and best practice in human resources management.

2. Purpose

This policy outlines the annual leave arrangements for Pilgrim's permanent and contract employees, it does not apply to casual employees.

For the purposes of this Policy, an employee is a person who is remunerated for the work that they undertake within the Church and who is not in specified ministry. A separate Policy will apply for Ministers in Placement at Pilgrim.

3. Policy

All full time and part time permanent and contract employees are entitled to annual leave as determined by the *Fair Work Act 2009* (Cth) and the *National Employment Standards* (NES) or as prescribed by the relevant award.

Employees are entitled to four (4) weeks leave per year of service which accrues progressively and accumulates from year to year. Annual leave for part-time employees accrues and is credited on a pro rata basis for each four (4) week period at the rate of 1/13 of ordinary hours worked.

Authorisation

Church Council Chair:
Reviewed February 2020
Approved: March 2020

Next review date: March 2022

ANNUAL LEAVE PROCEDURES

1. Responsibilities

- 1.1 Managers are responsible for approving annual leave for employees reporting to them in a fair and consistent manner, taking into account Pilgrim's operational requirements and the employee's needs.
- 1.2 Employees are responsible for applying for and taking annual leave in accordance with this Policy.
- 1.3 The Business Manager is responsible for ensuring that annual leave applications are appropriately documented, approved and processed through payroll.

2. Annual Leave Entitlement – Full time and Part time Employees – Permanent and Contract

Annual leave is an entitlement for all full-time or part-time employees on permanent or fixed term contracts. Annual leave may be taken subject to the required leave entitlements having accrued.

3. Accrual of Annual Leave

- 3.1 Employees are entitled to four (4) weeks leave per year of service which accrues progressively according to ordinary hours of work and accumulates from year to year.
- 3.2 Annual leave for part-time employees will accrue and be credited on a pro rata basis for each four (4) week period at the rate of 1/13 of ordinary hours worked.
- 3.3 Payment for annual leave, and leave loading if applicable, will be in accordance with the relevant Award or terms and conditions of employment, as determined by the NES or *Fair Work Act 2009*.

4. Applying for Annual Leave

- 4.1 Employees are encouraged to take their leave as it is due and no later than 12 months after the leave is accrued. Annual leave should be taken at a time agreed between the Manager and the employee.
- 4.2 Employees are required to complete a leave application form which is available from the Pilgrim Office Administrator. These forms must be submitted to the employee's Manager for approval at least 30 days prior to the commencement of leave. Holidays should not be arranged prior to the leave application being approved.
- 4.3 There is no minimum requirement for the number of leave hours taken at any one time.

4.4 Employees should not take leave greater than their entitlement unless special circumstances exist and permission is granted by the Chairperson of Pilgrim Church Council.

5. Managing Annual Leave Accruals

Employees with significantly higher than acceptable annual leave accumulation will be granted flexibility to reduce their leave accumulation to the acceptable levels outlined within this policy, through the development of an annual leave plan.

6. Termination of Employment

Any annual leave accrued but not taken will be paid out on termination of employment based on the employee's base rate of pay at that time.

7. Replacement of Employees whilst on Annual Leave

The decision to replace an employee whilst they are on Annual leave will be made by the Manager, based on the period of time they will be absent from work and the role that they undertake.

8. Related Policies

- HR-01 - Grievance Policy
- HR-02 - TOIL and Time Off to Attend Personal Commitments Policy
- HR-04 - Leave without Pay Policy
- HR-05 - Personal (Sick and Carer's)
- HR-06 - Long Service Leave Policy
- HR-11 - Code of Conduct – Staff

Authorisation

Chair of Operations Committee:



Reviewed February 2020

Update approved: March 2020

Next review date: March 2022

