



University of
South Australia

Recreation Leave and Extra Recreation Leave Procedure

- Application
 - Overview
 - Procedure
 - Responsibilities and/or authorities
 - Further assistance
-

APPLICATION

This procedure applies to staff (excluding casuals) employed in accordance with:

1. The University of South Australia Senior Staff Collective Agreement 2006.
2. The University of South Australia Enterprise Agreement 2011.
3. Staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of recreation leave.

PROCEDURE

1. Entitlement

- a) Recreation leave entitlements are twenty (20) working days per year for full-time staff.
- b) Part-time staff members are entitled to twenty (20) working days on pro rata salary.
- c) Casual staff members are not entitled to recreation leave.

2. Recreation Leave Loading

Unless participating in the voluntary Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL) Scheme (as outlined in clause 3), all continuing and fixed-term contract staff members, shall be entitled on the pay day preceding 1 January, to a recreation leave loading payment equal to 17.5 per cent of salary for the period of leave accrued, with a maximum payment equal to the Statistician's average weekly total earnings for all males (Australia) for the September quarter preceding the date of accrual.

3. Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL) Scheme

Eligible staff have the opportunity to exchange their annual recreation leave loading payment for extra recreation leave days in addition to their entitlement of recreation leave.

a) Eligibility

- i) Senior staff employed on or before 8th August 2006 are eligible for entry into the scheme.
- ii) All non-Senior staff who are entitled to leave loading are eligible for entry into the scheme.

b) Conditions

- i) Eligible full-time staff have the opportunity to exchange their annual recreation leave loading payment for four (4) extra recreation leave (ERL) days in addition to the entitlement of twenty (20) days recreation leave.
- ii) In return for the granting of these additional four (4) days leave the staff member shall forfeit his/her entitlement to the payment of recreation leave loading, in the year in which the leave is taken.
- iii) Part-time staff may participate in this scheme at a pro rata rate.
- iv) Participation in the ERL scheme is voluntary. Entry into and exit from the scheme is open in January of each year for all continuing and fixed term contract (of not less than twelve (12) months) staff members.

c) Application for entry to ERL scheme

- i) Eligible staff who wish to participate in this scheme must submit the applicable application for extra recreation leave (ERL) form ([HRIS 012](#) for academic, professional, document services, security or grounds staff, or [HRIS 012s](#) for senior staff) no later than 31 January in any given year.
- ii) Entry into the ERL scheme for senior staff is subject to line manager's approval, following consideration and demonstration of succession planning provisions for the senior staff member whilst in ERL.
- iii) Electing to enter into the ERL scheme is valid for the current year only and lapses on 31 December each year. A staff member must submit a new HRIS 012 form before the 31 January each year to remain eligible for this entitlement.

d) Taking ERL

- i) ERL days are applied for and approved using the myHR online leave system or the HRIS 008 leave application form, and can be taken in advance of their entitlement.
- ii) The four (4) extra days leave will be taken in accordance with normal University leave processes, but are non-cumulative and must be taken prior to

31 December in any given year. Part-time staff shall accrue this on a pro rata basis.

- iii) As the leave is not cumulative and must be taken before 31 December it is common practice for ERL days to be used in advance of entitlement, and used before recreation leave.
 - iv) Any staff member who does not use their accrued ERL entitlement prior to 31 December in any given year will forfeit the outstanding leave.
 - v) ERL is to taken at a suitable time to meet University needs.
- e) Recovery of ERL entitlements
- i) Any leave without pay in excess of 22 days will affect the ERL accrual. If a staff member has taken ERL in advance of their entitlement and their entitlement is then affected by the taking of leave without pay, then the excess leave will be recovered after negotiation with the staff member as to the preferred manner and in accordance with the process in the applicable industrial instrument.
 - ii) Where a staff member resigns their employment or their employment is terminated during the year, the remaining days not taken shall be converted back to a recreation leave loading payment and paid to the staff member.
 - iii) If ERL has been taken in advance of entitlement and the staff member ceases to be employed by the University, the monetary equivalent of the excess leave should be refunded to the University and may be deducted from any monies owing to the staff member on termination.

4. Taking Recreation Leave

- a) The taking of recreation leave is subject to the approval of the supervisor/ manager and such leave should be taken as soon as possible within a period of twelve (12) months from its accrual.
- b) Prior to a staff member taking annual leave, the staff member is required to submit a leave application in myHR or using the relevant HRIS 008 leave form. The leave form must be authorised by the supervisor/manager.
- c) Recreation leave for fixed-term contract staff shall be taken during the period of the contract, unless negotiated and approved otherwise by the cost centre manager.
- d) Approval of recreation leave requests may be subject to the business demands of the Division, School, Unit or Research Institute.

5. Recreation Leave Management

- a) Staff should not accumulate recreation leave beyond a maximum of forty (40) working days (pro rata applies for part-time staff) without prior approval of the Pro Vice Chancellor (PVC) / Chief Operating Officer.

- b) In the case of exceptional circumstances, a staff member may request that their leave exceed maximum entitlements as outlined in clause 5a) above and carry over the excess leave.
- c) This request should be put in writing to the supervisor/manager, clearly outlining the reasons for the carryover and indicating when excess leave will be taken.
- d) Supervisors/managers will review these requests and, if supported, requests will be forwarded to the appropriate PVC/Executive Director for approval.
- e) If the request is not supported the manager will advise the staff member and negotiate suitable dates for the taking of the excess recreation leave balance.
- f) If approved, the request will be included on the staff member's personnel file and updated on the HR information system.

6. Excess Leave Management

January to March

- (a) An email is sent to all staff from the Director: Human Resources in January of each year reminding them to ensure that;
 - i. all performance plans include a leave plan for the year to reduce, at a minimum, any excess leave balance and in addition any leave accrued during the year to a manageable level and within the Excess Leave Guidelines
 - ii. requests for future leave are entered into the HR system
 - iii. retrospective leave applications are entered on the HR system.

April to June

- (b) An excess leave report is generated by the Human Resources (HR) Unit at the end of the first pay period in April of each year and forwarded to each Divisional Head. The report is broken down in to Schools, Units and Research Institutes and identifies those staff members who have excess leave balances (in excess of 40 days pro rata for part time staff) and identifies staff where insufficient future leave applications have been entered into the HR System to eliminate the excess leave balance.
- (c) An excess leave summary report is generated by the HR Unit at the end of the first pay period in April of each year and forwarded to the Senior Management Group for the purpose of priority management.
- (d) Divisional Heads will request the relevant manager commence negotiations with staff members to ensure that leave is planned to eliminate the excess leave balance and that leave applications are submitted, approved and entered into the HR System by 30 June.
- (e) Staff members identified in the excess leave report who have taken leave but have not submitted leave applications should complete retrospective leave applications covering the periods of leave.
- (f) Staff members identified in the excess leave report who have established leave plans but have not submitted leave applications should complete leave applications covering periods of leave in the leave plan

July to August

- (g) A further excess leave report is generated by the HR Unit at the end of the first pay period in July of each year and forwarded to each Divisional Head. The report will identify those staff members from the April report who remain in excess (after taking into consideration leave taken since the last report and all future leave bookings commencing no later than 28 February in the following year).

By 31st July, Divisional Heads will report to the HR Unit the following in respect to each staff member identified in the July report;

- i. The names of those staff members who are no longer in excess as a result of having taken period/s of leave or have submitted and had approved future period/s of leave entered into the HR System
- ii. Copies of the Divisional Heads approvals for the carryover of leave for respective staff and advice when the excess leave will be taken
- iii. The names of those staff members to be directed to take recreation leave and the suitable dates for that leave to be taken.

Direction to take leave

- (h) Direction to take leave will be advised in writing by the Director: HR. The nominated leave dates will commence not less than fourteen (14) days from the date of notification. A copy of this letter will be forwarded to the local HR Officer for inclusion in the staff member's personnel file. The amount of leave the staff member is to be directed to take will be one quarter of their current leave entitlement.
- (i) The staff member will be given five (5) working days to provide a written response to the Director: HR's direction, including the opportunity to suggest alternative leave dates.
- (j) If a written response is not received within five (5) working days of the date of notification the HR Unit will enter the nominated leave date/s in to the HR System.

7. Illness during Recreation Leave

- a) Staff members who become sick for more than three (3) consecutive days while on recreation leave and can produce a medical certificate from a registered health practitioner covering this period of illness can have the period of their illness as paid personal leave provided there are sufficient personal leave credits available.
- b) An amended HRIS 008 leave form must be submitted and approved by the supervisor/manager to ensure that the leave balances are updated to reflect the changed circumstances.

8. Termination of Employment

- a) Staff members whose employment is terminated prior to 31 December in any year will be entitled to a pro rata recreation leave payment for the number of completed months of continuous service in that year.
- b) If recreation leave has been taken in advance of entitlement and the staff member ceases to be employed by the University, then the monetary equivalent

of the excess leave is to be refunded to the University and may be deducted from any monies owing to the staff member on termination.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor/line manager

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

Staff Member

All staff are expected to manage their recreation leave and Extra Recreation Leave (ERL) in accordance with this procedure.

Local HR Staff

Local HR Staff advise managers of excess leave accruals.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of these procedures.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR Contact for their area
- The Human Resources Unit
- The Human Resources website

Reviewed: February 2012