

Annual (recreation) leave - TAFE QLD

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Annual leave

Conditions regarding annual leave are set out in the *TAFE Queensland Award – State 2016*.

As a teacher, tutor or educational team leader, you are entitled to 20 days (four weeks) annual or recreation leave each year, up to a maximum accumulation of 26 days.

If you are at an institute/campus located north of the 16th parallel of south latitude and west of 144 degrees of east longitude (including Charleville), you accrue recreation leave at the rate of 2.084 days for each month's service in these locations, up to a maximum accumulation of 36 days.

Annual leave is exclusive of public holidays and will be extended by any public holiday falling on a normal working day during the period of leave.

The minimum annual leave that may be taken is one day. You may take all of your accumulated annual leave at once and you may combine it with non-attendance time (NAT) in a block of no more than eight weeks absence from work

Recreation leave is generally paid at the ordinary salary rate plus a 17.5 per cent leave loading, which is paid in December each year.

Half pay annual leave

You can take annual leave at half-pay in order to double the period of leave available.

Public holidays falling within periods of half-pay recreation leave are paid at your normal full-time or part-time rate. If they immediately precede or follow a period of half-pay recreation leave, they are also paid at your normal full-time or part-time rate.

If the public holiday is preceded by a period of half-pay annual leave and followed by period of unpaid leave (or vice-versa), it will be paid at your normal full-time or part time rate.

Christmas/New Year closure

A minimum of seven working days of annual leave must be allocated and taken by all employees during the Christmas New Year closure. It is not acceptable or possible to program NAT during the Christmas closure. The only way to modify this requirement is through a team based working arrangement (TBWA).

If you do not have enough accrued leave to take during the shutdown, you may apply (using a manual application) to take up to five days of annual leave in advance of accumulation.

Taking annual leave

Applications for leave are made in writing, usually through the Aurion system, and are approved by the supervisor after considering organisational convenience.

You can be directed to take annual leave, with 14 days' notice, once you have accumulated the applicable maximum number of days.

Cancellation and deferral

You may be recalled from annual leave. If this happens, you will be given a minimum of a half day leave credit. If you are required for more than three hours on any day, you will receive a full day's credit.

Your approved leave may be cancelled by the General Manager and deferred to a time mutually convenient to both you and TAFE Qld.