

**Version #1:-** Original

**Date First Written:** July 2018

**Version #2:-** Current

**Last Date Modified:** December 2021

### **Applicable Department**

- Leasing / Property Management
- Accounts & Administration
- Sales & Project Marketing

### **EXCLUSIONS**

- This policy does not apply to Contractors, Sub-Contractors or Referrers

### **OBJECTIVE / AIM**

- It is the Company's objective that each Staff member takes their allocated personal leave entitlement, normally 4 weeks per annum, within a 12 month period
- It is the Company's objective that Employees take their leave in regular intervals throughout the 12 month period. There are 2 reasons for this, the first is that annual leave should not impact the ongoing operation of the business, and secondly so as to keep the Staff members refreshed and promote a healthy work life balance

### **TERMS OF REFERENCE**

- The Company would prefer that the Employee does not accumulate their holiday entitlement beyond the 12 month period
- Prior to requesting annual leave, an Employee must have worked for at least 3 full months (taking into account their probation period) before any significant leave can be taken, unless this has been pre-negotiated prior to their employment
- Holiday requests for periods of **1 week or more** must be submitted for approval to the Office Manager or Director **at least 6 weeks** prior to the requested dates, or approval may not be granted / possible
- Holiday requests for periods of **less than a week** should be submitted for approval to the Office Manager or Director **at least 4 weeks** prior to the requested dates, or approval may not be granted / possible
- Staff are required to apply for leave on the Company Leave Request Form. This form must be completed in full and then provided to the Office Manager / Director for final approval. If the leave has been granted a copy of the "Approved" leave request will be returned to the Employee for their records, with the original being kept in the Employee's Staff file
- Staff are required to consult with their Senior Manager / Office Manager or Director to ensure, leave is taken at a mutually convenient time and work operations are not adversely affected. Holiday requests will only be granted with the undertaking that there will be minimum impact to the business
- Once a holiday request has been approved, any change to the dates or duration will be at the sole discretion of the Office Manager or Director
- The responsibility for the planning, management & scheduling of the holiday is the responsibility of the Employee

## Employment Policy - Holiday / Annual Leave / Leave Without Pay

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- It is expected that the employee will stagger their allocated entitlement of 4 weeks (depending on the entitlement), over at least 2 separate intervals throughout the 12 month period, unless by prior agreement with the Director
- It is recommended that holidays are taken evenly throughout the calendar year. The aim of spreading the holidays is to allow the employee to take regular blocks throughout the year so as to not become tired and overworked
- The Employee may request additional leave in excess of their 4 week entitlement; however approval will be at the discretion of the business (Director). This leave would be taken as "Leave without Pay"
- When approving a holiday request, consideration is made as to the impact of the leave to the business division, especially if 1 or 2 other Staff are also taking leave at the same period
- Any request for annual leave will only be considered once taking into account previous requests for leave from other Staff. The Staff member who applies first will have priority over other holiday requests
- Annual leave pay will be paid leave as it falls within the normal pay cycle. There will be no advance payments made
- The Company will not be pressured into approving a holiday request, simply because the Employee has already booked a holiday. This action may cause the Employee to lose their deposit if annual leave approval is not granted. The Company will not be responsible for any costs for the forfeit of deposits. It is advisable to apply for and await for confirmation of the approval **PRIOR** to making a booking or paying a deposit
- There may be occasions throughout the year, especially around public holiday periods or Christmas, where the Company elects to close the office. During this period, the Company may stipulate that these days are taken as annual leave, for the Staff that ordinarily would have worked on these days, taking into account that some of the days may be Public Holidays. Public Holidays during a leave period will be paid at the normal rate of pay, and will not impact the number of days taken as leave
- For Staff who are provided access to a Company Laptop, telephone, iPad, Company Vehicle as part of their duties, then there may be a need for this equipment to be returned to the office during the annual leave period
- In the instance when an Employee's position is changed, and there is a variation to the annual salary, then the Company may elect to pay out the remaining balance of the Employee's entitlements at the previous rate
- Staff may elect to use a portion of their annual leave entitlement for instances when they have taken a Personal Leave Day (sick day) without an accrued entitlement
- The Director is responsible for final approval of annual leave