

<b>Title:</b>	<b>4.9 Annual Leave</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>September 2015</b>
<b>Review Date:</b>	<b>September 2019</b>

**Objective:**

To guide the CEO when taking periods of Annual Leave.

**Procedure:**

Staff are required to take their annual leave within twelve months of it being due. The Chief Executive Officer (CEO) shall authorise such leave.

Notwithstanding the above, Council may permit the accumulation of three (3) years service to any employee under the Local Government Officers Award. However Council will allow the accumulation of two (2) years service for all employees if requested as a compromise.

The Chief Executive Officer may take annual leave in consultation with the Shire President.

Councillors will be notified when the Chief Executive Officer intends to take annual leave.

The appointment of an Acting Chief Executive Officer when the Chief Executive Officer is on leave for periods of more than one week will be resolved by Council at that time.