



3.09 ANNUAL LEAVE

Distribution:	Elected Members, All Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 092015.SM
Last Review:	March 2024 – Version 3 – Resolution 032024 7670 (Formerly 4.09)

Purpose

To provide guidance on management of annual leave accruals.

Scope

All Staff

Standard

Staff are required to take their annual leave within twelve (12) months of it being due. The Chief Executive Officer is responsible for authorising leave applications.

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.

Roles and Responsibilities

Shire President

- Ensure

Chief Executive Officer

- Ensure

Executive Management

- Ensure

Employees/Contractors/Visitors/Volunteers

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Legislation

Resource Documents

Local Law

Nil

Delegation

Not Applicable