

## NOTIFICATION OF EXCESSIVE ANNUAL LEAVE BALANCE - TEMPLATE

Dear [Staff Member Name]

**Re: Excessive Annual Leave Balance**

As previously discussed, your annual leave balance now exceeds 30 days *[substitute 35 days for shift workers]* and you do not have an agreed leave management plan in place in Staff Services Online.

I advise that you have three (3) months from the date of this letter to reach agreement with me to take your excess annual leave. If a suitable leave plan is not in place within this time and evidenced by an approved leave of absence, via Staff Services Online, then in accordance with clause 4.1.5.2 of the Enterprise Agreement, you may be given notice to reduce your leave balance.

Please note, if the University’s operational needs mean that your excess annual leave balance cannot be reduced to under 30 days by taking the leave within three (3) months of this communication, then we will need to resolve a leave plan which will set out the days on which the excess annual leave will be taken within 15 months of this communication. This leave plan will need to be entered and approved in Staff Services Online.

If there are any issues in relation to the scheduling of your excess leave I suggest that you make contact with me to discuss further (ext .....).

Yours sincerely

[Supervisor]

Cc: [staff file, records management office]

Workforce Management Handbook	Notification of excessive annual leave template V2	Effective Date:	May 2019	Version 1.1
Authorised by	Chief Operating Officer	Review Date:	May 2022	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			