

## REQUIREMENT TO TAKE ANNUAL LEAVE - TEMPLATE

Dear [Staff Member Name]

**Re: Excessive Annual Leave Balance**

On [insert date of earlier communication], I formally advised you that you were required to put in place an agreed plan to take your excess annual leave and reduce the balance to 30 days or less *[substitute 35 days for shift workers]*.

You have had three months' notice to put a leave management plan in place and have this entered and approved in Staff Services Online, but no plan is in place.

Consequently, in accordance with clause 4.1.5 of the Enterprise Agreement, I now give you notice that you are required to take your annual leave on the following days:

From [insert first date of leave] to [insert last day of leave] inclusive  
(or as suitable to the University across more than one period of time).

***As you would expect, during this period, you are not to report for work.***

Please note that I will now enter this leave of absence in Staff Services Online on your behalf.

Should you wish to discuss these arrangements please contact me [insert extension].

Yours sincerely

[Supervisor]

Cc: Staff file, records management office

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