



# 3 Managing Excess Staff Leave Accruals Procedure

## Related Policy

[Workforce Management Policy](#)

## Purpose

The University provides a range of leave entitlements to support staff members to balance their work and life commitments. This procedure details the general conditions and the process for managing situations where staff members have accumulated excess leave accruals in accordance with the Enterprise Agreement (as amended).

## Scope

This procedure applies to all staff members (excludes casual staff in relation to annual leave entitlements).

### 1. Process for Managing Staff Excess Leave Accruals

#### 1.1 Excess Annual Leave Accruals

*Responsibility: Supervisor*

- 1.1.1 Develop annual leave plans for staff members as part of Planning, Development and Review.
- 1.1.2 Regularly monitor leave balances to ensure that staff take expected leave.
- 1.1.3 Extract leave reports or request assistance from Human Resources.
- 1.1.4 Where a staff member has accumulated more than 35 days (40 days for shift workers) annual leave, reach an agreement with the staff member to take leave in excess of 35 days annual leave (40 days for shift workers).
- 1.1.5 If an agreement cannot be reached, advise the staff member in writing that after three (3) months' notice they will be required to take their excess annual leave and reduce their annual leave balance to no more than 35 days (40 days for shift workers).

[University of Adelaide Enterprise Agreement \(as amended\)](#) - Management of Annual Leave (clause 4.1)

- 1.1.6 If for operational reasons a staff member's annual leave balance cannot be reduced to 35 days (40 days for shift workers) following the three (3) month notice period, agree a leave management plan with the staff member that sets out the days on which the excess annual leave will be taken within a 12 month period.

[University of Adelaide Enterprise Agreement \(as amended\)](#) - Management of Annual Leave (clause 4.1)

*Responsibility: Staff*

- 1.1.7 Staff are responsible for complying with the requirements of the University's Leave Procedures when applying for and taking leave.
- 1.1.8 All staff who have agreed to take excess annual leave must apply via [SSO \(Staff Services Online\)](#)

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## 1.2 Excess Long Service Leave Accruals

### *Responsibility: Supervisor*

- 1.2.1 Regularly monitor leave balances to ensure that staff take expected leave.
- 1.2.2 Extract leave reports or request assistance from Human Resources.
- 1.2.3 Where a staff member has accumulated a long service leave entitlement in excess of 90 working days, advise the staff member in writing that after six (6) months' notice they will be required to reduce their entitlement to 30 working days within a two (2) year period, at a time convenient to the needs of the University (but not within two years of the notified date of their intended retirement). Alternatively, agree on the deferral of long service leave subject to an agreed leave management plan [University of Adelaide Enterprise Agreement \(as amended\)](#) - Long Service Leave (clause 4.11)

### *Responsibility: Staff*

- 1.2.4 All staff members who have agreed to take excess long service leave must apply via [SSO \(Staff Services Online\)](#) or the appropriate leave form.

### *Responsibility: Human Resources*

- 1.2.5 On an annual basis Employee Services in Human Resources provides Leave Reports to each of the Area Managers identifying those staff members who have excess accruals of annual and long service leave entitlements.

## Further Information:

If you require assistance in understanding any aspect of this procedure please contact the Human Resources Service Centre, extension 31111 or email [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

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