

# Staff – Paid Annual Recreation Leave (PARL) Procedures

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## INTRODUCTION

The purpose of Paid Annual Recreation Leave is to provide an opportunity for University staff to rest and to balance their working and personal lives.

Effective leave management is important. The University requires all staff to have Annual Recreation Leave Management Plans in place. Supervisors are accountable for their staff members' leave management and approvals.

All staff are encouraged to use their Paid Annual Recreation Leave within each accrual period. As a minimum, the University recommends that all staff take at least 20 days Paid Annual Recreation Leave per annum.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

## INTENT

The intention of this document is to ensure staff and supervisors understand the expectations and requirements for effective leave management as outlined in the [Charles Darwin University and Union Enterprise Agreement](#) and to define the eligibility criteria for accessing paid annual recreation leave.

## RELEVANT DEFINITIONS

In the context of this document

**Accrual period** means a designated period of time in which leave accrues;

**Annual Recreation Leave Loading** means during December each year all eligible employees will receive an annual leave loading of 17.5% based on the male adult weekly ordinary time earnings for 6 weeks as defined by the Australian Bureau of Statistics for the quarter ending August of the year in which the loading is paid. Part-time employees will receive a loading based on the fraction of full-time hours worked during the year;

**Continuous service** means continuous paid service, other than casual service, with the University;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent;

**StaffOnline** means the program available on the University's Office of People and Capability webpages that provides staff direct access to details of their leave accrual and payslips and allows staff to apply for leave electronically; and

**Supervisor** means the person responsible for day-to-day supervision of a member of staff or a group of staff.

## PROCEDURES

### Entitlements

All staff employed on a continuing basis or on a fixed-term contract (FTC) are entitled to 30 working days Paid Annual Recreation Leave for each year of continuous service.

Leave is accrued at the rate of 2.5 days per calendar month from the date of commencement with the University; and is accrued from year to year.

Part-time staff will accrue paid annual recreation leave on a pro rata basis, based on hours worked.

Paid Annual Recreation Leave in advance of accrual is not ordinarily available. However, in exceptional circumstances where all Paid Annual Recreation Leave is exhausted, staff may apply for leave in advance subject to the approval of the staff member's supervisor.

Staff on senior contracts shall be entitled to Paid Annual Recreation Leave in accordance with their contract.

All staff (with the exception of senior staff as defined by Cl. 27 of [Charles Darwin University and Union Enterprise Agreement](#) and casual staff) are entitled to Annual Recreation Leave Loading (ARLL).

Casual staff are **not** eligible for paid annual recreation leave.

### Leave Planning

Leave planning is the responsibility of every staff member and his/her supervisor. All staff members are required to develop and submit a Paid Annual Recreation Leave plan by 31 March each year. New staff are expected to develop a leave plan within their first six (6) months of employment.

The University expects FTC staff to utilise accrued Paid Annual Recreation Leave during the period of their contract, and will require a leave plan on engagement.

The leave plan does not have a pre-determined format, however all staff are required to formalise leave plans with the appropriate supervisor.

When drafting the leave plan, staff should consider the end of year closedown under Cl. 44.6.3 of the [Charles Darwin University and Union Enterprise Agreement](#). The closedown is generally two (2) calendar weeks or between seven (7) and nine (9) working days.

The University will automatically deduct leave for the end of year closedown. The University will advance leave to staff who do not have sufficient leave to cover the closedown period.

The University will not debit Paid Annual Recreation Leave where the period of leave includes a public holiday defined in Cl.43 of the [Charles Darwin University and Union Enterprise Agreement](#).

## Booking Leave

The supervisor is responsible for approving all Paid Annual Recreation Leave (other than the December closedown, which is an automatic deduction).

Staff members need to provide at least four (4) weeks' notice to be given to the supervisor of an intention to take Paid Annual Recreation Leave.

A request for leave must be submitted through StaffOnline. For more information on using the StaffOnline leave function, refer to the [How to Book Leave Help](#) available under Leave in StaffOnline.

Leave requests are automatically forwarded to the supervisor for approval.

When a Paid Annual Recreation Leave request is actioned (approved/rejected) by the supervisor, an automated email advice is despatched to the staff member.

Leave balances are available for viewing by using the Leave Balances option on StaffOnline.

StaffOnline is programmed to reject a leave request where the booking results in a negative leave balance.

A leave request must only be booked once. Office of People and Capability will recover overpayments resulting from over bookings.

## Cancellation/Amendment of Approved Leave

A leave booking through StaffOnline may be deleted by Office of People and Capability subject to the leave not being approved by the supervisor.

To cancel or change a future approved leave booking, the staff member must download and complete a [Request for Leave Amendment form](#) from the Office of People and Capability Forms webpage. This form should then be forwarded to the staff member's supervisor for approval and once approved, forwarded to Office of People and Capability.

## Reimbursement of Leave

The University may recall a staff member from Paid Annual Recreation Leave in exceptional circumstances. If this occurs, the University will reimburse the staff member all reasonable travel costs and incidental expenses not otherwise recoverable under any insurance or from any other source.

## Re-crediting Leave due to Illness

A staff member who falls ill during a period of Paid Annual Recreation Leave may apply to have the leave re-credited for the period of the illness, subject to the provision of a medical certificate and having sufficient, paid personal leave to cover the period of illness.

Notwithstanding the above, where a staff member falls ill during a period of Paid Annual Recreation Leave that has been taken in order to cash-out leave and the staff member wants to re-credit the Paid Annual Recreation Leave, the staff member will be required to repay the cash-out component equivalent to the re-credited amount of Paid Annual Recreation Leave.

On return to work, a medical certificate must be provided to the supervisor in addition to the staff member downloading and completing a [Request for Leave Amendment](#) form from the Office of People and Capability

Forms webpage. The form must be signed by the supervisor and forwarded along with the medical certificate to Office of People and Capability within 5 working days of the staff member's return.

Office of People and Capability will then re-credit the Paid Annual Recreation Leave and debit accrued personal leave. If the staff member does not have sufficient personal leave, Leave Without Pay may be taken.

A statutory declaration in lieu of a medical certificate is not acceptable for the purposes of re-crediting Paid Annual Recreation Leave.

### Cash-out Leave

Under Cl. 44.10 of the [Charles Darwin University and Union Enterprise Agreement](#), a staff member may "cash-out" a maximum of 10 days Paid Annual Recreation Leave per calendar year. The payment is in lieu of taking the leave.

To "cash-out" leave, the staff member must book an amount of Paid Annual Recreation Leave equivalent to the amount of leave to be cashed out. For example, if you want to cash-out 10 days of leave, you must book 10 days of Paid Annual Recreation Leave.

The [Fair Work Act 2009](#) requires the staff member to have not less than four (4) weeks leave balance remaining following an application to cash-out leave.

*Example: John has thirty [30] days Paid Annual Recreation Leave balance and wants to cash out ten [10] days of this. After reducing John's leave by the cash out component of ten [10] days, he has twenty [20] days remaining. John is eligible to cash out his leave, however John must also take ten [10] days leave.*

*Example: Mary has twenty [20] days Paid Annual Recreation Leave and wants to cash out five [5] days of this. Mary cannot do this because when you reduce Mary's leave by the cash out component of five [5] days she will only have fifteen [15] days remaining.*

Cashed-out leave proceeds are paid to the staff member in the pay period the Paid Annual Recreation Leave is taken.

To cash-out Paid Annual Recreation Leave, download and complete an [Application to Cash-out Leave](#) form from the Office of People and Capability forms webpage, forward the form to the relevant supervisor for approval and send to Office of People and Capability once approved.

### Purchasing Leave

Under Cl. 44.11 of the [Charles Darwin University and Union Enterprise Agreement](#), continuing staff (not fixed-term contract) may purchase an additional 4 weeks Paid Annual Recreation Leave per annum. Work continues at the standard 36.75 hour week, but salary and all other entitlements (higher duties, district allowance, personal leave, parental leave etc.) are paid at the fractional rate of 92.3077%.

*Example: Mary has requested to have ten [10] weeks leave per annum. Her salary and accruals will reduce to a fractional rate as stated and all accruals will accrue at the fractional rate. The reason for this is that Mary has now reduced her total working hours over the course of a year by taking extra leave. Mary will continue to work full-time hours for the period she is at work but receive more paid time off in compensation.*

Approval is subject to operational requirements and the whole 10 weeks Paid Annual Recreation Leave must be planned and included in the staff member's annual recreation leave plan. Additional leave is subject to approval by the relevant supervisor and Senior Manager. Once approval is given, Office of People and Capability will process the request and inform the staff member of the outcome in writing.

Office of People and Capability must receive an approval to purchase additional Paid Annual Recreation Leave no later than one (1) month before the leave is to commence for processing purposes.

Arrangements for purchased leave are determined on an annual basis and approval is subject to operational requirements.

### **Excessive Leave Accrual**

The University maintains the right to direct staff to take 25% of his/her accrued Paid Annual Recreation Leave if the accrued leave amounts to 40 days or more - refer Cl. 44.6.4 of the [Charles Darwin University and Union Enterprise Agreement](#).

If a direction to take leave means the staff member's accrued leave balance does not fall below 40 days, the University may issue a second direction to take leave in an endeavour to reduce the leave balance to below 40 days.

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[Application for Leave form](#)

[Application to Cash-out Leave form](#)

[CDU and Union Enterprise Agreement 2013](#)

[How to Book Leave Help](#)

[Office of People and Capability](#)

[Request for Leave Amendment form](#)

### **External**

[Fair Work Act 2009](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Feb 2014
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	1 May 2006	Manager Employment Services	Creation of original document and upload to CDU website.
1.01	12 Aug 2011	Governance	<ul style="list-style-type: none"> <li>• Convert process to procedure on new template.</li> <li>• Add relevant definitions, introduction, and essential supporting information as per new template format.</li> <li>• Correct spelling, grammar and formatting.</li> <li>• Change PMD to HRS to reflect title change.</li> <li>• Change Collective Agreement 2006 to Enterprise Agreement 2011 to reflect title and document change.</li> <li>• Add hyperlinks to document</li> <li>• Remove Visio flowchart</li> </ul>
2.00	8 Feb 2012	Vice-Chancellor	Major review of document in line with new CDU and Union Enterprise Agreement
2.01	17 Oct 2012	Governance	<ul style="list-style-type: none"> <li>• Converted document to new template</li> <li>• Updated hyperlinks</li> <li>• Added information with regards staff falling ill during a period of PARL, re-crediting leave + repayment of cash-out</li> </ul>
2.02	28 Jul 2013	Governance	<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Converted document to current template</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, grammar and formatting</li> </ul>
2.03	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new template due to new University branding</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Amended reference to CDU and Union Enterprise agreement from 2011 to 2013</li> <li>• Amended 'The Agreement' to Charles Darwin University and Union Enterprise Agreement 2013.</li> <li>• Amended 'The Act' to Fair Work Act 2009</li> <li>• Amended Contact Officer from Manager, Employee Relations, OHRS to Director, People and Capability Added Sponsor Deputy Vice-Chancellor, Operations</li> <li>• Amended OHRS to Office of People and Capability</li> <li>• Amended PARL to paid annual recreation leave</li> </ul>