

## Annual Recreation Leave

### **PURPOSE**

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

### **ELIGIBILITY**

All staff employed on a continuing basis or on a fixed-term contract (FTC) are eligible for ARL.

Casual staff are not eligible for ARL.

### **ENTITLEMENTS**

Staff are entitled to 30 working days ARL 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 accrue ARL on a pro rata basis, based on hours worked.

Staff on senior contracts are entitled to ARL in accordance with their contract.

The University may direct an employee to take accrued ARL if the employee has an annual leave balance in excess of 40 days.

During December each year all eligible employees are entitled to receive recreation leave loading at 17.5% of their annual leave entitlement, up to a maximum payment set by the Commissioner for Public Employment of the NT.

Paid ARL may be cashed out, subject to relevant conditions.

Paid ARL may be purchased subject to relevant conditions.

All employees are required to take paid annual leave during the end-of-year-closedown as determined by the Vice-Chancellor. The closedown is usually no more than two weeks.

### **PROCEDURES**

Leave planning is a local activity between an employee and their supervisor as part of the PDRS process.

### **RELEVANT FORMS**

ARL is submitted through StaffOnline.

To cancel or change a future **approved** leave booking, the staff member must download and complete a *Request for Leave Amendment* form from the HRS Forms webpage. This form should then be forwarded to the staff member's supervisor for approval and once approved, forwarded to HRS.

If a staff member is required to work over the end-of-year closedown period they are to complete the *End of Year Closedown Re-credit of Leave Application* form, available in e-Centre for approval by their supervisor.