

Managing your Leave at Griffith

When it comes to taking leave, a discussion between staff and their supervisor should enable an agreement that suits both the employee and the work unit. However, in the case of excessive leave balances, Griffith has the right to direct staff to take leave (as specified in the relevant Enterprise Agreement). Please note excessive leave is defined as more than 40 days recreation leave or more than 15 weeks long service leave. Here are some examples of how this might apply.

I currently have an excessive recreation leave balance of 45 days (over 40 days) and will have a projected excessive leave balance of 49 days at the end of January 2021. Can my supervisor direct me to take leave?

Yes, your supervisor will direct you to take leave to bring your balance down to 20 days. There is no requirement to provide a notice period. If you were to commence leave immediately, you could be required to take up to 25 days to bring your recreation leave balance down. If you commence leave later on, you may be directed to take more than 25 days (to account for additional accruals) to enable your balance to be reduced to a maximum of 20 days.

I currently have a recreation leave balance of 38 days and will have a projected excessive leave balance of 49 days at the end of January 2021. Can my supervisor direct me to take leave?

No, your supervisor cannot direct you to take leave because your current recreation leave balance is not considered excessive. Given your balance is close to 40 days, your supervisor should encourage you to take leave and submit a leave plan to ensure your balance remains below 40 days.

I currently have an excessive long service leave balance of 15.8 weeks (over 15 weeks) and will have a projected excessive leave balance of 16.2 weeks at the end of January 2021. Can my supervisor direct me to take leave?

Yes, your supervisor will direct you to take up to 12 weeks long service leave with a notice period of six months. If you agree to a shorter notice period, your leave can commence earlier.

I currently have a long service leave balance of 14.8 weeks and will have a projected excessive leave balance of 15.4 weeks at the end of January 2021. Can my supervisor direct me to take leave?

No, your supervisor cannot direct you to take leave because your current long service leave balance is not considered excessive. Given your balance is close to 15 weeks, your supervisor should encourage you to take leave and submit a leave plan to ensure your balance remains below 15 weeks.

I am an Academic Manager and cannot take leave as I am responsible for leadership of my staff.

All staff are eligible to take leave entitlements annually and should not accrue leave to an excessive level. For staff in leadership positions, it may be necessary to recommend an acting leadership arrangement. This also supports opportunity for staff development and succession planning.

What happens with my teaching responsibilities if I am directed to take leave?

Normally, you will be directed to take leave at a time that is operationally suitable for the School/Department. The Head of Department will make a decision concerning the delivery of courses, and suitable staff to be allocated program/course convenorship, where required.

I have an excess recreation leave balance and an excess long service leave balance that I am finding difficult to balance with my work commitments. How can I reduce both balances and still manage my work allocation effectively?

You should have a conversation with your supervisor about strategies to reduce your leave balance. You may be able to reduce your balances by taking some block periods of leave and then by taking one or two days on a weekly basis. Your supervisor will assist you with strategies to support you with managing your work allocation.

I have an excessive long service leave balance of 16 weeks (over 15 weeks) and I am planning to retire in 2021. Can I be directed to take up to 12 weeks long service leave?

Staff who have an agreed retirement date that has been confirmed in writing, and is within a maximum of a two-year window, will not be required to exhaust their excessive long service leave in 2020.

My holiday plans have changed, and I can't travel now. Can I cancel my leave?

With your supervisor's agreement, you may be able to vary the dates of your leave. Please note the new leave period must be equivalent to or greater than the previous application and must keep your balance below 40 days recreation leave and/or below 15 weeks long service leave.

The VC has announced potential job losses will be happening next year. Can I save my leave in case I am impacted?

All staff with excessive leave balances will be required to reduce their leave accruals to an acceptable level, in accordance with the Enterprise Agreement.