

# Annual Leave

**FULL TIME EMPLOYEES receive 4 weeks of paid annual leave each year except shift workers and employees working in some remote locations who get five weeks (refer to the Agreement for specific locations).**

## IF YOU'RE A PART TIMER

Part timers, including Flexible Part Timers, get annual leave on a pro rata basis based on your ordinary hours of work.

## LEAVE BUILD UP

Annual leave builds up progressively through the year based on your ordinary hours of work, and accumulates from year to year.

## TAKING ANNUAL LEAVE

You must take 4 weeks of annual leave per performance year, pro rata if you work part time. Where you build up less than 4 weeks in a performance year, you must take the actual amount that you have accrued.

You shouldn't be penalised as a result of not being able to take 4 weeks annual leave or the pro rata if part time. Penalty such as "amber gates" and missing out on a salary increase as a consequence of not having taken your annual leave could constitute adverse action.

## YOU SHOULD KNOW THAT...

Unless otherwise agreed, you must take at least

10 consecutive days off work, in one block in each performance year.

NAB will make every reasonable endeavour to match your preferences with business requirements through the annual leave management process. However, if you are not satisfied with the outcome of that process, you can dispute it.

You can't be forced to take leave that you haven't accrued, that is going into a negative balance, although you can take leave in advance of it accruing with the agreement of your People Leader.

## EXCEPTIONS

Where your People Leader is satisfied your family responsibilities prevent you from taking 10 consecutive days, they may approve you taking your annual leave in two blocks of 5 days.

You may choose to take annual leave in single day periods with NAB's consent. Usually, a maximum of 5 single days of annual leave will be approved in any one year.

## PLANNING A LONGER BREAK?

NAB can agree to defer any of your annual leave into the next performance year. People Leaders must be satisfied it is unreasonable to require you to take the annual leave. Agreements to defer must be in writing, including the amount of leave that is being deferred.

1300 366 378

[fsunion@fsunion.org.au](mailto:fsunion@fsunion.org.au)

[www.fsunion.org.au](http://www.fsunion.org.au)

### Not a member?

Join online today. It's quick, convenient and secure.

[www.fsunion.org.au](http://www.fsunion.org.au)

Your request to defer annual leave should be in writing as should be the response from your People Leader. Make sure you clarify why and when you proposed to take your leave.

### PLAN YOUR LEAVE!

Teams or business units will develop an annual leave schedule or roster and you will have the opportunity to indicate your preferences. People Leaders will seek applications for the rostering of annual leave at least quarterly. The rostering process will take into account:

- matching business requirements with your personal preferences
- the fundamental principle for rostering is mutuality
- a preference list to help with the quarterly rostering process

Planning annual leave should be a collaborative process that requires everyone to be genuinely seeking agreement. Make sure you keep records, use email to confirm discussions, that way we have best chance of resolving things to your satisfaction.

### CHRISTMAS SHUTDOWNS

To help you plan, where a business unit proposes a complete or partial shutdown over the Christmas/New Year period NAB will advise you no later than 1 October.

### PLAN B (WHERE CLASHES HAPPEN)

People Leaders will discuss with you alternatives and will assist you to understand the need to change your preference beyond there is a "business need". Things that need consideration include:

- family responsibilities
- community and social responsibilities
- school holidays
- where preferences have been met in previous cycles
- preferences for travel
- planned full or partial shutdowns
- other factors as agreed by the team and the People Leader

### FORCED TO TAKE YOUR LEAVE?

You can only be made to take annual leave if you have accrued excessive annual leave. That is 6 weeks or more.

It will come down to you reaching agreement with your People Leader. If you can't reach agreement, you can be directed to take excessive leave in this situation.

This applies to annual leave that you've accrued in previous years.

You can only be directed to take annual leave where genuine agreement cannot be reached. Your People Leader must still take into account your personal preferences.

### CASHED UP FOR YOUR HOLIDAYS

Leave loading is paid to Level 1 to 3 employees on the number of days taken and it's the greater of:

- 17.5% for the number of working days taken as annual leave or
- an allowance to the total rate of shift allowances or penalty rates that you would have received for working your ordinary hours according to your roster including Saturday shifts but not public holidays

You may defer payment of the annual leave loading until at least five consecutive days of leave are taken.

### LOADING LIMITS

Annual leave loading is based on a maximum 4 weeks annual leave or pro rata for part timers.

It is not paid on temporary higher duties payment and is capped. This cap changes annually so see PAC for the relevant amount.

### THIRTY DAYS OR MORE ACCRUED

Where you have built up 30 days or more leave, or the pro-rata equivalent for part timers, you may agree to convert some or all of it into cash. You must keep 20 days or the pro-rata equivalent for part timers.

The minimum amount of leave that you can cash out at any one time is 10 days or the pro-rata equivalent for part timers.

When cashing out leave, you will be paid what you would have got had you taken the leave.

Once you cash out your leave you can't get it back, so be sure about your decision.