

Westpac Group Enterprise Agreement 2019

Annual Leave

Annual leave is provided in the Westpac Group Enterprise Agreement 2019. It also sets out the process Westpac must follow regarding the requirement to take annual leave.

How much annual leave do I get?

Full time and part time employees are entitled to 4 weeks' annual leave for each year of service.

If you perform Continuous Shift Work you will receive an additional week of annual leave per year.

If you work for a full year in certain Remote Locations, you will receive an additional 5 days annual leave at the end of that year.

Note: The week of extra annual leave does not apply to employees of Asgard, BTFG, WFCL or WGIS.

Can I be required to take annual leave?

Westpac may require you to take annual leave but only if it is reasonable and after giving you at least 4 weeks' notice. Examples of times Westpac may require you to take annual leave include:

- You have an excessive accrual of annual leave;
- During a period when Westpac decides to shut down all or part of the business (for example during the Christmas period, but if you are directed to take annual leave during a shutdown period and don't have enough leave accrued contact the Member Rights Centre on 1300 366 378).

Note: It is also a requirement under the agreement that you must take at least 10 days' annual leave in a row during the year.

So if your leave requests are not being approved and this means that you are not able to take at least 10 days' leave in a row each year contact the FSU immediately.

Requesting annual leave

A request to take annual leave should not be unreasonably refused.

So the more notice you give your manager that you would like to take annual leave, the better.

After receiving your request Westpac should take into consideration a number of things including your personal circumstances, as well as business and customer needs, and should provide a response as soon as possible

Cashing out excess annual leave

Westpac may agree to allow you to cash out some of your excess annual leave.

You will only be eligible to cash out annual leave if you have more than 8 weeks' annual leave accrued because you can only cash out annual leave in excess of 8 weeks.

If your manager approves your request to cash out some annual leave, you will need to agree to a plan to reduce your remaining annual leave balance.

see over...

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This includes taking at least 10 days' annual leave in a row in the following 6 months.

Cashing out annual leave can only be by agreement between you and your manager and will need to be recorded in writing.

If you have any issues or concerns about accessing your annual leave entitlements the Agreement includes a process for raising a dispute, see FSU fact sheet 'Dealing with Disputes'.

Need more information?

For more information on your rights under the Westpac Group Enterprise Agreement 2019 contact your FSU Organiser or the FSU Member Rights Centre on 1300 366 378.

Not already an FSU member?

Now is the time to join if you are not already an FSU member. When it comes to representation, the Union is only able to assist union members. You can join online today at www.fsunion.org.au/membershipapplication.aspx or call 1300 366 378.

1300 366 378

fsuinfo@fsunion.org.au

www.fsunion.org.au

www.bit.ly/JoinFSU

Authorised by Julia Angrisano, National Secretary Oct 2019