



University of  
South Australia

## Managing Accumulated Time Off Procedure

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### APPLICATION

This procedure applies to professional, security and grounds staff employed in accordance with:

1. The University of South Australia Enterprise Agreement 2019;
2. an Australian Workplace Agreement (AWA), where a reference to this provision is specifically referred to in the AWA.

### OVERVIEW

This procedure provides a guide to the application and the managing of accumulated time off for working a 37.5 hour week.

### PROCEDURE

#### 1. Entitlements

- a) All full time staff will work 37.5 hours per week in order to accrue 4 days to be taken as accumulated time off with pay during the Christmas/New Year period on days which are not public holidays, or any other alternative time by agreement between a staff member and their supervisor prior to the 30 April the following year.
- b) Each year, the University will inform staff in a timely manner of the days allocated as the designated 4 accumulated days off during the Christmas/New Year period.
- c) For security and grounds staff, other alternate times may be determined for the taking of the accumulated time off days by agreement between the staff member and Director: Facilities Management Unit (or nominee).
- d) Part-time staff members are entitled to accumulated time off provided:
  - i) That their fractional time hours of duty are based on the 37.5 hour week;
  - ii) The time off to be taken will be the accumulated time off days determined by the University, which fall on the normal working days of the part-time staff member concerned.
  - iii) Staff members who commence part way through a year will receive the full benefit of the accumulated time off as per the operational provisions in this procedure.

- e) Recreation leave loading is not applicable to accumulated time off for working a 37.5 hour week.
- f) If a staff member is on a period of unpaid leave which covers the Christmas/New Year period, they will receive payment for the hours that they may have accumulated prior to commencing that period of unpaid leave.

## **2. Work during the designated Christmas/New Year period.**

- a) Volunteers will be sought where the University identifies an organisational need to provide services over the Christmas/New Year period.
- b) Where a staff member volunteers to work during this period, the staff member and supervisor will negotiate alternative dates on which to take the 4 days accumulated time off or any remaining time not taken.
- c) The 4 days are not cumulative and shall be taken no later than 30 April of the following year.
- d) If a supervisor and staff member are unable to agree dates for the staff member to take any remaining accumulated time off prior to 30 April, the remaining accumulated time off will be paid to the staff member at ordinary rates of pay.

## **3. Payment upon termination**

- a) Staff members who cease employment prior to 31 December will be paid their accumulated time off for that year, less any time taken.

## **RESPONSIBILITIES AND/OR AUTHORITIES**

### **Immediate Supervisor**

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

### **Staff Member**

All staff members are expected to manage their accumulated time off for working a 37.5 hour week in accordance with this procedure.

### **People, Talent and Culture**

People, Talent and Culture are responsible for the development and continuous improvement of this procedure.

## **FURTHER ASSISTANCE**

Management and staff may seek further advice from:

- Their immediate supervisor
- Their local People, Talent and Culture team
- The People, Talent and Culture Website

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