



University of
South Australia

Recreation Leave and Extra Recreation Leave Procedure

- Application
- Overview
- Procedure
- Responsibilities and/or authorities
- Further assistance

APPLICATION

This Procedure applies to staff members (excluding casuals) employed in accordance with the following instruments unless otherwise indicated:

1. The *University of South Australia Senior Staff Collective Agreement 2006 (SSCA)*, referred to as Senior Staff.
2. The *University of South Australia Enterprise Agreement 2019 (Enterprise Agreement)*.
3. An *Australian Workplace Agreement (AWA)* where a reference to this Procedure is specifically referred to in the AWA.

OVERVIEW

This Procedure reflects the preferred practice of the University regarding the application and management of recreation leave.

PROCEDURE

1. Entitlement

- a) Recreation leave entitlements are twenty (20) working days for each completed year of service for full-time staff members.
- b) Part-time staff members will accrue recreation leave on a pro-rata basis with the calculation of leave based on their employment (FTE) fraction.
- c) A minimum period of four (4) weeks free of teaching activities will be available to be taken as recreation leave for academic staff employed pursuant to the Enterprise Agreement.

2. Recreation Leave Loading

Unless participating in the voluntary Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL) Scheme (as outlined in clause 3 of this Procedure), all continuing and fixed-term contract staff members, will be entitled on the pay day preceding 1 January, to a recreation leave loading payment equal to 17.5 per cent of salary for the period of leave accrued, with a maximum payment equal to the Australian Bureau of Statistics average weekly total earnings for all males (Australia) as at May each year preceding the date of accrual for staff members covered by the Enterprise Agreement, or September for staff members covered by the SSCA.

3. Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL) Scheme

Eligible staff members can exchange their annual recreation leave loading payment for extra recreation leave days in addition to their entitlement of recreation leave.

a) Eligibility

- i) Senior Staff members employed under the terms and conditions of the SSCA on 8 August 2006 are eligible for entry into the scheme.
- ii) All staff members covered by the Enterprise Agreement who are entitled to leave loading are eligible for entry into the scheme provided they have a continuing employment contract or fixed-term contract of not less than 12 months with the University.

b) Conditions

Eligible full-time staff members can exchange their annual recreation leave loading payment for four (4) Extra Recreation Leave (ERL) days in addition to their entitlement of twenty (20) days recreation leave.

In return for the exchange of these additional four (4) days leave, staff members will forfeit their entitlement to the payment of recreation leave loading, in the year in which the leave is taken.

- i) Part-time staff members may participate in this scheme on a pro-rata basis.
- ii) Participation in the ERL scheme is voluntary.

c) Application for entry to ERL scheme

- i) Eligible staff members who wish to participate in the ERL scheme must submit an online request – [Submit Extra Recreational Leave](#) by no later than 31 January each year to remain eligible for this entitlement.
- ii) Entry into the ERL scheme for Senior Staff members is subject to approval from their line manager based on the staff member's eligibility in accordance with clause 3 a) i).
- iii) Electing to participate in the ERL scheme is valid for the current year only and lapses on 31 December each year.

d) Taking ERL

- i) ERL days are applied for and approved using the [myHR](#) online leave system.
- ii) ERL will be taken in accordance with normal University leave processes. It is not cumulative and must be taken prior to 31 December in the year in which the staff member is participating in the scheme.
- iii) As ERL is not cumulative and must be taken before 31 December, it is common practice for staff members to take ERL days in advance of their entitlement, and it is recommended that ERL days are taken before recreation leave.
- iv) Any staff member who does not use their accrued ERL entitlement prior to 31 December of the year in which the staff member is participating in the scheme, will forfeit the outstanding leave.
- v) ERL is to be taken at a suitable time to meet University needs and is subject to approval.

e) Recovery of ERL entitlements

- i) Any leave without pay in excess of 22 days will affect ERL accrual. If a staff member has taken ERL in advance of their entitlement and their entitlement is then affected by taking leave without pay, then the ERL will be recovered after negotiation with the staff member and in accordance with the process in the applicable industrial instrument.
- ii) When a staff member resigns from their employment or their employment is terminated during the year in which the staff member is participating in the scheme, the remaining ERL days not taken will be converted back to a recreation leave loading payment and paid to the staff member.
- iii) If ERL has been taken in advance of entitlement and the staff member ceases to be employed by the University, the monetary equivalent of the excess leave will be deducted from any monies owing to the staff member on termination in accordance with the applicable industrial instrument.

4. Taking Recreation Leave

- a) The taking of recreation leave is subject to the approval of the line manager/supervisor and such leave should be taken as soon as possible within a period of twelve (12) months from its accrual.
- b) Prior to a staff member taking recreation leave, the staff member is required to submit a leave application using the [myHR](#) online leave system. The leave must be authorised by the line manager/supervisor.
- c) Recreation leave for fixed-term contract staff member will be taken during the period of the contract, unless negotiated and approved otherwise by the line manager/supervisor or the relevant authorisation holder for approving leave in accordance with the Vice Chancellor's Authorisations, where the line manager/supervisor is not the authorised approver.

- d) Approval of recreation leave requests may be subject to the business demands of the Academic Unit, Research Institute or central administrative support unit.

5. Recreation Leave Management

- a) The University will implement leave management plans in accordance with the provisions of the Enterprise Agreement and the SSCA to encourage staff members to take their recreation leave as soon as possible in the 12 months following its accrual.
- b) Subject to a staff member having prior approval in accordance with the Vice Chancellor's Authorisations and following the process set out in clause 6 of this Procedure, staff members employed pursuant to the Enterprise Agreement should not maintain a recreation leave balance beyond a maximum of thirty (30) working days (pro-rata for part-time staff) and staff members employed pursuant to the SSCA should not maintain a recreation leave balance beyond a maximum of forty (40) days (pro-rata for part-time staff) (an **Excess Recreation Leave Balance**).

6. Excess Recreation Leave Management

- a) Line managers/supervisors are required to monitor staff member leave balances and ensure staff members submit appropriate leave plans to prevent and/or reduce excess recreation leave balances.
- b) Excess Recreation Leave is captured in the Employee Position Audit Report (EPAR) which is provided on a monthly basis to Executive Deans, Research Institute Directors, Executive Directors/Directors, and Pro Vice Chancellors. The EPAR identifies staff members with an excess recreation leave balance and insufficient future leave bookings to eliminate the excess recreation leave balance.
- c) For staff members with an excess recreation leave balance, the Executive Dean, Research Institute Director, Executive Director/Director, or Pro Vice Chancellor will advise the staff member in writing they have 14 calendar days to mutually agree with their line manager/supervisor to either:
 - i) The amount and timing of leave to be taken to reduce the excess recreation leave balance to 20 working days or less (pro-rata for part-time staff) for staff members covered by the Enterprise Agreement, or by one quarter of their total leave entitlement for staff members covered by the SSCA. A leave application should then be submitted through [myHR](#), or
 - ii) Request approval from the relevant Vice Chancellor Authorisation holder to carry the excess recreation leave forward. Any such request must include the agreed plan to reduce the excess recreation leave balance.
- d) If a staff member has not taken action as required in clause 6. c., or the leave dates cannot be mutually agreed, the Executive Dean, Research Institute Director, Executive Director/Director or Pro Vice Chancellor will, with not less than four (4) weeks' notice, direct the staff member to take recreation leave at a time(s) determined by the University, to reduce the outstanding balance to 20 working days (pro-rata for part-time staff). For staff members covered by the SSCA, with not less than 14 days' notice, the staff member

may be directed to take recreation leave up to a maximum of one quarter of their total accumulated leave entitlement. A copy of this written notification will be retained on the staff member's employee file.

- e) If there are staff members identified in the EPAR who have taken leave but have not submitted leave applications, they are required to complete the appropriate leave applications covering the periods of leave taken. If any planned leave is subsequently cancelled, alternative leave dates must be submitted through [myHR](#) to ensure that all excess recreation leave is acquitted within 12 months from the date of notification.
- f) Staff members identified in the EPAR who have established leave plans with their line manager/supervisor but have not submitted leave applications must complete leave applications covering the proposed periods of planned leave through [myHR](#).

7. Illness during Recreation Leave

- a) Staff members who become ill while on recreation leave, and who provide a medical certificate from a registered health practitioner covering the period of illness, can have the period of their illness converted to paid personal leave, provided they have a sufficient personal leave balance to cover the period.
- b) An [HRIS OO8 leave form](#) must be submitted and approved by the line manager/supervisor to ensure that the leave balances are updated to reflect the changed circumstances and the nature of the period of absence.

8. Termination of Employment

- a) Staff members whose employment terminates will be entitled to payment for any outstanding recreation leave entitlement as at the effective date of termination of their employment.
- b) If recreation leave has been taken in advance of an entitlement and the staff member ceases to be employed by the University, then the monetary equivalent of the leave taken will be deducted in accordance with the applicable industrial instrument upon termination.
- c) See clause 3.e) of this Procedure for the treatment of ERL on termination.

RESPONSIBILITIES AND/OR AUTHORITIES

Academic Unit Executive Dean, Research Institute Director and/or Executive Director/Director or Pro Vice Chancellor of a central administrative support unit

The Academic Unit Executive Dean, Research Institute Director and/or Executive Director/Director or Pro Vice Chancellor of a central administrative support unit is responsible for the oversight and management of excess recreation leave within their respective unit/institute.

Line Manager/Supervisor

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

Staff Member

All staff members are expected to manage their recreation leave and any ERL in accordance with this procedure.

People, Talent and Culture (PTC)

People, Talent and Culture provides access to regular EPARs.

[People Central](#) provides advice to line managers/supervisors and staff in the implementation of this Procedure.

FURTHER ASSISTANCE

Staff members may seek further advice from:

- [AskPTC](#)
- [People Central](#)
- Their line manager/supervisor

Managers may seek further advice from:

- [People Central](#)
- [Strategic People Partners](#)

Approved by: Executive Director: People, Talent & Culture

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