



Context and Purpose

This Procedure guides the application and management of recreation leave.

This Procedure applies to staff (excluding casuals) employed in accordance with The University of South Australia Enterprise Agreement 2023 (the Agreement) and the Senior Staff Employment Conditions Policy (the SSECP) unless otherwise indicated.

Responsibility

The supervisor is responsible for facilitating leave management in accordance with this Procedure.

All staff members are expected to manage their recreation leave and any extra recreation leave (ERL) in accordance with this Procedure.

People, Talent and Culture are responsible for providing reports to assist with the application and management of recreation leave.

Definitions

Seven (7) Day Shift Worker

Seven (7) day shift worker means a staff member who is regularly rostered to work on Sundays and public holidays in which shifts are continuously rostered twenty-four (24) hours a day seven (7) days a week.

Industrial Instrument

Industrial instrument refers to the University of South Australia Enterprise Agreement 2023 (or any successor or replacement agreement) where applicable, and/or an applicable award under the Fair Work Act 2009 (Cth).

Procedure

A. Entitlement

1. Full-time staff members are entitled to twenty (20) working days recreation leave for each completed year of service.
2. A full-time staff member who is a seven (7) day shift worker will receive twenty-five (25) working days recreation leave for each completed year of service.
3. Part-time staff members will accrue recreation leave on a pro rata basis with the calculation of leave based on their employment (FTE) fraction.
4. A minimum period of four (4) weeks free of teaching will be available to be taken as recreation leave for academic staff employed pursuant to the Agreement.
5. Recreation leave will accrue progressively during a year of service according to the staff member's ordinary hours of work and accumulates from year to year.

B. Recreation Leave Loading

6. Unless participating in the voluntary Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL) (as outlined in Section D), 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 industrial instrument and/or contract of employment where applicable.

C. Taking Recreation Leave

7. Taking recreation leave is subject to the approval of the line manager/supervisor and should be taken as soon as possible within a period of twelve (12) months from its accrual.
8. 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.
9. Recreation leave for fixed-term contract staff members 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.
10. Approval of recreation leave requests may be subject to the business demands of the Academic Unit, Research Institute or Professional Unit.

D. Substitution of Recreation Leave Loading for Extra Recreation Leave (ERL)

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

Eligibility

12. All staff covered by the industrial instrument and/or contract of employment where applicable 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.

Conditions

13. Eligible full-time staff 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.
14. In return for 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.
15. Part-time staff may participate in this scheme at a pro rata rate.
16. Participation in the ERL scheme is voluntary.

Application for ERL

17. Eligible staff who wish to access ERL must submit an online request – [Submit Extra Recreational Leave](#) – by no later than 31 January each year.
18. Electing to participate in ERL is valid for the current year only and lapses on 31 December each year.

Taking ERL

19. ERL days are applied for and approved using the [myHR](#) online leave system.
20. 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 substitution.
21. 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 entitlement, and it is recommended that ERL days are taken before recreation leave.
22. Any staff member who does not use their accrued ERL entitlement prior to 31 December in the year in which the staff member is participating in the scheme, will forfeit the outstanding leave.

Recovery of ERL entitlements

23. Any leave without pay in excess of 22 days will affect the 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, the ERL will be recovered after negotiation with the staff member and in accordance with the process in the applicable industrial instrument and/or contract of employment where applicable.

24. 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.
25. 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 and/or contract of employment where applicable.

E. Recreation Leave Management

26. The University will implement leave management plans in accordance with the provisions of the industrial instrument and/or contract of employment where applicable to encourage staff to take their recreation leave as soon as possible in the 12 months following its accrual.
27. Subject to a staff member having prior approval in accordance with the Vice Chancellor's Authorisations and following the process set out in section F of this Procedure, staff members employed pursuant to the industrial instrument and/or contract of employment where applicable should not maintain a recreation leave balance beyond a maximum of thirty (30) working days for staff covered under the Agreement and forty (40) working days for staff covered under the SSECP (pro rata for part-time staff) (an Excess Recreation Leave Balance).

F. Excess Recreation Leave Management

28. 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.
29. Excess Recreation Leave is captured in the monthly Employee Position Audit Report (EPAR), which is provided 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.
30. 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:
 - 30.1. Reduce the excess recreation leave balance to 20 working days or less (pro-rata for part-time staff) for staff members covered by the Agreement. A leave application should then be submitted through [myHR](#); or
 - 30.2. 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.
31. If a staff member has not taken action as required in clause 31, 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). A copy of this written notification must be provided to People Central for placement on the staff member's personnel file.
32. If staff members 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.
33. 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](#).

G. Illness during Recreation Leave

34. 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 entitlement to cover the period.
35. A completed [HRIS 008 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.

H. Termination of Employment

36. 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.
37. If recreation leave has been taken in advance of 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 and/or contract of employment where applicable upon termination.
38. See clauses 24 – 26 of this Procedure for the treatment of ERL on termination.

Officer Responsible for Update and Review: Executive Director: People, Talent, and Culture

Approved by: Vice Chancellor

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