



Victoria University of Wellington Students' Association

Annual Leave Holidays Policy

1. Policy:

VUWSA considers it important that employees and Executive members have regular opportunities for rest and recreation. VUWSA shall ensure that employees and Executive members take annual leave within the year after the date they become entitled to it and employees and Executive members are responsible for assisting in planning to take their annual leave.

2. Purpose:

To ensure that:

1. VUWSA have annual leave plans in place for employees and Executive members area of responsibility
2. Employees and Executive members are encouraged to take annual leave in accordance with their employment agreement entitlements
3. Annual leave is appropriately approved in advance.

3. Organisational Scope:

This policy applies to the following:

- President
- Vice-President (Education), Vice-President (Welfare) and Vice-President (Administration) on a pro-rata basis
- All other Executive members who while not eligible to receive annual leave pay, but who must make up any hours taken in unpaid leave over the following two (2) week period after their return to VUWSA, unless a prior arrangement is approved by the President
- All staff members of VUWSA.

4. Policy Procedure:

4.1 *Application*

Employees and Executive members excluding the President are to complete the relevant VUWSA leave application form and submit it to the Association Manager for approval. The President may submit the relevant leave application form to the Association Manager, Vice-President (Education), Vice-President (Welfare) or Vice-President (Administration). The following notice before the leave is due to commence applies:

- Leave of five days or less – at least two weeks notice
- Leave of more than five days and less than six weeks – at least four weeks notice
- Leave of six weeks or more – at least eight weeks notice.

4.2 *Approval*

Leave should be approved wherever possible, and particularly if the employee or Executive member has accumulated leave. In considering whether or not to grant annual leave, VUWSA will consider:

- The ability to cover the employee's or Executive member's duties and areas of responsibilities
- The employee's or Executive member's annual leave entitlement and amount of accrued leave
- The reasons for the leave
- A copy of the authorised leave application form will be sent to Payroll, and leave taken is recorded on the employee's or Executive member's timesheet, as applicable.

4.3 *Managing Annual Leave Entitlements*

VUWSA is to:

- Ensure senior Managers are familiar with the annual leave provisions (entitlements and accumulation) of all staff employment agreements
- Monitor annual leave reports to identify employees and Executive members whose accumulated annual leave is excessive or reaching the level specified in their employment agreement

- Have an annual leave plan in place for all areas of responsibility and operations.

4.4 *Directing employees with accumulated annual leave to take that leave*

The Holidays Act 2003 specifies that an employer can direct an employee to take annual leave provided:

- The employer consults with the employee about taking annual leave
- The employer takes into account work requirements of the employee when fixing the annual leave period
- The employer takes into account the employee's opportunity for rest and recreation when fixing the annual leave period; and
- The employer provides not less than three weeks notice for an employee to take annual leave.

If the Association Manager and/or President wishes an employee or eligible Executive member with excess accumulated annual leave to take this leave, the Association Manager and/or President must therefore consult with the employee and/or eligible Executive member about when to take this leave, taking into account the above factors, and reach agreement if possible with the employee or eligible Executive member. If agreement cannot be reached, then the employee or Executive member is to be directed in writing to take annual leave with at least three weeks notice. Payroll is to be informed of the annual leave to be taken, and once taken this is recorded on the employee's or eligible Executive members HR file.

5. References:

- Holidays Act 2003
- VUWSA employment agreements

6. Approval Dates:

- Approved on: 19 August 2009
- This version takes effect from: 25 August 2009
- Drafted by: Mark Maguire and Jasmine Freemantle
- This policy will be reviewed by: 30 August 2011