



STATEWIDE GROUP TRAINING (SA) INC

ANNUAL LEAVE POLICY

PURPOSE:

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that all employees annual leave entitlements are taken within a suitable time frame.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees.

POLICY:

SGT will ensure that all employees do not bank excessive annual leave entitlements. We will ensure that all employees take annual leave in accordance to our Duty of Care.

In accordance with the National Employment Standards (NES), SGT full time employees accrue twenty (20) days annual leave per calendar year. Part time employees will accrue annual leave at the proportional rate.

Annual leave accruals should be taken with six (6) months of the full twenty (20) days being accumulated; SGT acknowledges and commits to the NES in regards to Annual Leave (Sections 92, 93 (1)(2a) and 94)

Applications for annual leave should be made in advance of the proposed date of commencement of leave and should be approved by the employee's immediate manager/supervisor.

Payment for annual leave (and where applicable leave loading) will be in accordance with the relevant industrial instrument or legislative provision.

The CEO has the authority to approve annual leave for a staff member if they do not have enough leave accrual available. This authority will be used on a case-by-case basis and discussed between the staff member and the CEO.

Reference:

National Employment Standards

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
