



ANNUAL LEAVE AND LONG SERVICE LEAVE LIABILITY MANAGEMENT POLICY EASTERN WASTE MANAGEMENT AUTHORITY (EAST WASTE)

Introduction

The Eastern Waste Management Authority (East Waste) promotes prudent management of its financial liabilities and resources. This policy is aimed at providing clarity on how to manage annual and long service leave with a view to limiting any long-term financial liabilities.

Definitions

Authority

Eastern Waste Management Authority (East Waste)

Employee

Includes any person performing work on behalf of the Authority, either paid or unpaid, including the General Manager, managers and staff employed on a full time, part time, casual or contract basis, work experience students, agents, consultants and contractors employed by the Authority.

Annual Leave

Paid time off from work that an employee (other than a casual employee) is entitled to for each year of service provided to the Authority.

Long Service Leave

Paid time off from work an employee is entitled to after 10 years continuous service (in the case of termination, the entitlement is pro-rata after 7 years and payable upon termination)

Calculations of Entitlements

Annual Leave

Calculated based on the current Eastern Waste Management Authority Enterprise Bargaining Agreement (EBA) read in conjunction with the Local Government Employees Award as at the time of registration of the EBA.

Long Service leave

Calculated as per the South Australia Long Service Leave Act 1987.

Taking of Leave

Annual Leave

Annual leave is taken at a time fixed by the employer within a period not exceeding six months from the right to annual leave accrued and after not less than two weeks notice to the employees (unless otherwise agreed by East Waste management and the employee)

East Waste management will seek to maintain accrued annual leave for East Waste employees below a target maximum of four weeks. Further and to that end, management will plan for employees who have accrued over six weeks to take a minimum of five weeks annual leave during the course of the following 12 months.

Long Service Leave

Long service leave will be taken by employees in keeping with the South Australia Long Service Act 1987 and having regard to the financial imperatives of East Waste as determined by East Waste management and its delegate authorities.

Compliance with the Code

The General Manager of East Waste is responsible for ensuring enforcement of this policy.

Availability of Procedure

The Annual Leave and Long Service Leave Liability Management Policy is available for inspection at the office of East Waste during business hours and is on the Authority's website www.eastwaste.com

Statement of Adoption and Review

This Code of Conduct was adopted by Eastern Waste on 26th November 2009.

This Code can be reviewed at any time, but must be reviewed at least once within 4 years of the adoption date.