



HELEN & JOEY
ESTATE
YARRA VALLEY

Annual Leave Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley believes that its team members will benefit from scheduled leave time to enjoy relaxation and recreation and return to work rejuvenated. It is the policy of Helen & Joey Estate and Re'em Yarra Valley to comply with all legislative requirements in regard to Annual Leave.

PROCEDURES:

1. Eligibility

- a. All permanent full time and part time team members are eligible to receive paid Annual Leave. Casual team members are not entitled to paid Annual Leave.
- b. Permanent full time team members are entitled to twenty days (20) paid Annual Leave for each full year of service. Permanent part time team members are entitled to the appropriate pro rata amount of Annual Leave.
- c. Although probationary team members will accrue Annual Leave hours, they will not normally be eligible to take Annual Leave during their probationary period unless approved by your Direct Manager.

2. Annual Leave Accruals

- a. Eligible team members accrue Annual Leave progressively, on each payday, according to the team member's ordinary hours of work.
- b. Annual Leave accrual will not be earned during any period in which the team member is on an unpaid leave of absence.
- c. Permanent part-time team members will accrue Annual Leave on their average weekly ordinary hours of work.

3. Annual Leave Scheduling

- a. Helen & Joey Estate and Re'em Yarra Valley may impose one business close down in any period of twelve (12) months. Unless otherwise authorised, all team members must take mandatory leave. Helen & Joey Estate and Re'em Yarra Valley may choose to vary the length of the mandatory shutdown period at its discretion from year to year. Exact closing dates will be communicated to all team members at least one month prior to the mandatory shutdown



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period. The shutdown period may include public holidays as well as use of accrued Annual Leave entitlements.

- b. Team members who have not accrued the necessary Annual Leave by the shutdown date will automatically use all Annual Leave accrued and will take the remaining portion of the days as unpaid leave.
- c. Annual Leave is discouraged during the months of December and January being the peak period of trading for Helen & Joey Estate.
- d. Each team member has the responsibility to see that Annual Leave absences do not disrupt the operation of the business. All Annual Leave must be taken only with the approval of your Direct Manager and/or Managing Director.
- e. If any conflicts in scheduling should arise, they will be resolved with regard to when the request was made.
- f. It is the policy of Helen & Joey Estate and Re'em Yarra Valley that all team members take their accrued Annual Leave regularly in order to relax and rejuvenate. It is the preference of Helen & Joey Estate and Re'em Yarra Valley that each team member takes their full accrued Annual Leave annually.
- g. Helen & Joey Estate and Re'em Yarra Valley reserves the right to direct a team member to take a period of Annual Leave with reasonable notice.

4. Annual Leave Exceptions/Adjustments

- a. When a public holiday falls within a team member's Annual Leave period, the public holiday is not considered to be an Annual Leave Day, and the Annual Leave entitlement usage will not include the public holiday.
- b. Team members who become seriously ill or injured during an approved Annual Leave period may use any available sick leave in lieu of Annual Leave. A doctor's written report, subject to Helen & Joey Estate and Re'em Yarra Valley's approval, will be required. In the event that Annual Leave has been pre-paid, any Annual Leave entitlement will be reinstated, and personal leave entitlements reduced accordingly.

5. Annual Leave Pay upon Termination

- a. In cases of termination for whatever reason, eligible team members will receive payment for all earned, unused Annual Leave in their final pay.



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- b. If terminating team members have taken Annual Leave prior to earning it, an appropriate deduction from the unearned Annual Leave taken will be made from their final pay.
- c. Leave cannot form part of any notice period without prior mutual agreement. If the employment is terminated for whatever reason, the notice period will not include any period of Annual Leave.

6. Annual Leave Applications

- a. Team members wishing to avail themselves of Annual Leave in the event of a mandatory shutdown period must complete and submit a Leave Request to your Direct Manager at least four (4) weeks prior to the start of the requested period of leave. In exceptional circumstances leave requests may be granted without the required notice period.
- b. If the leave request is granted, your Direct Manager will approve and inform you via the time and attendance application system and via a verbal discussion with the team member. Team members should not make confirmed arrangements until they have received this approval confirmation via the attendance application system.
- c. Helen & Joey Estate and Re'em Yarra Valley endeavors to approve all other Annual Leave requests; however, approvals are subject to business demands, schedules, other staff on leave, and other factors. Helen & Joey Estate and Re'em Yarra Valley will endeavor to work with a team member whose Annual Leave request is refused to identify an alternative suitable leave time. Helen & Joey Estate and Re'em Yarra Valley will not accept any responsibility, financial or otherwise, for any team member who confirms travel arrangements prior to receiving formal approval of their leave dates by way of a signed and approved leave request form.
- d. If an Annual Leave request is made subsequently denied, any claim of sick leave or compassionate leave (or other leave) that coincides with the Annual Leave dates requested will automatically require a full investigation. If fraudulent behavior is uncovered this may lead to formal disciplinary action including possible termination of the employment.
- e. Approved lodged leave requests are to be submitted to your Direct Manager and a copy will be placed on the team members' personnel file for reference.