



University of
South Australia

Managing Extra Recreation Leave Procedure

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APPLICATION

This procedure applies to continuing and fixed term academic, professional, security, grounds and Document Services staff employed in accordance with:

1. The University of South Australia Academic and Professional Staff Collective Agreement 2006.
2. The University of South Australia Security and Grounds Staff Enterprise Agreement 2008.
3. The University of South Australia Document Services Collective Agreement 2006
4. Academic Staff, Professional Staff, Security, Grounds and Document Services staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of extra recreation leave (ERL)

PROCEDURE

1. Entitlement

- a) As detailed in the *Recreation Leave Procedure* all continuing and fixed term contract staff members are entitled to a recreation leave loading payment.
- b) All staff have the opportunity to exchange their annual recreation leave loading payment for four (4) extra recreation leave (ERL) days in addition to the entitlement of twenty (20) days recreation leave.
- c) In return for the granting of these additional four (4) days leave the staff member shall forfeit his/her entitlement to the payment of recreation leave loading, in the year in which the leave is taken.
- d) Participation in the ERL scheme is voluntary. Entry into and exit from the scheme is open in January of each year for all continuing and fixed term contract (of not less than twelve (12) months) staff members.

- e) Staff who wish to participate in this scheme must submit the applicable HRIS 012 application for extra recreation leave (ERL) form no later than 31 January in any given year. Part-time staff may participate in this scheme at a pro rata rate.
- f) The four (4) extra days leave will be taken in accordance with normal University leave processes, but are non-cumulative and must be taken prior to 31 December in any given year. Part-time staff shall accrue this on a pro-rata basis.
- g) As the leave is not cumulative and must be taken before 31 December it is common practice for ERL days to be used in advance of entitlement, and used before recreation leave.
- h) Any staff member who does not use their accrued ERL entitlement prior to 31 December in any given year will forfeit the outstanding leave.
- i) 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 the taking of leave without pay, then the excess leave will be recovered after negotiation with the staff member as to the preferred manner and in accordance with the process in the applicable industrial instrument.
- j) Where a staff member resigns their employment or their employment is terminated during the year, the remaining days not taken shall be converted back to a recreation leave loading payment and paid to the staff member.
- k) 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 should be refunded to the University and may be deducted from any monies owing to the staff member on termination.

2. Applying for ERL days

- a) Electing to enter into the ERL scheme is valid for the current year only and lapses on 31 December each year. A staff member must submit a new HRIS 012 form before the 31 January each year to remain eligible for this entitlement.
- b) ERL days are applied for and approved using the appropriate HRIS 008 leave application form and can be taken in advance of their entitlement.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

Staff Member

All staff are expected to:

- Manage their ERL leave in accordance with this procedure
- submit the appropriate HRIS 012 Application for Extra Recreation Leave (ERL) form to their local HR officer before the 31 January each year
- apply for ERL prior to Recreation Leave, to ensure the full benefit is received.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of these procedures.

CROSS REFERENCES

- [Recreation Leave Procedure](#)

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The local HR officer/coordinator
- The Human Resources Unit
- The Payroll team within the Human Resources Unit
- The Human Resources website

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