

Annual Leave: The Facts!

Recently the ASU has become aware of Sydney Water attempting to use a variety of different methods to force members to take Annual Leave and reduce their accrued leave balances.

This fact sheet outlines the basics of how Annual Leave operates under your new Enterprise Agreement. If you believe that Sydney Water is not complying with the rules of the Enterprise Agreement or if you have any questions about your rights, contact your ASU Delegate or the union office.

Normal Full Time employees accrue 4 weeks of annual leave per year, part time staff accrue this on a pro rata basis, i.e. equivalent to 4 weeks of leave for their part time hours. Regular shift workers accrue up to 7 weeks per year.

Annual Leave is to be taken at a time agreed by you and Sydney Water. Sydney Water expects you to take an annual holiday so they should not unreasonably refuse a leave request made by you.

Direction to take leave

Sydney Water can direct you to take your leave accrued during the previous 12 months with one months notice.

You cannot be directed to take leave you have accrued outside of the previous 12 months or in any other circumstance.

Accruing leave for a special purpose

You may request the ability to accrue up to 8 weeks of leave (12 weeks for shift workers) for a special purpose requiring extended leave, such as an overseas holiday.

If for some reason you do not end up using leave accrued for a special purpose Sydney Water may direct you to take this leave.

Cashing out leave

If you have more than 20 days of annual leave accrued, you can elect to cash out the amount that is more than 20 days, so long as you have taken at least 20 days annual leave in the previous year.

For example, if you have 30 days accrued in your leave balance AND you have already taken a 4 week holiday using annual leave in the last 12 months, then you are entitled to cash out up to 10 days of your leave balance.

Sydney Water cannot pressure you or direct you to cash out Annual Leave.

