

Outstanding Leave Policy

Rationale

The situation where an employee has a large amount of leave outstanding poses a risk to the employee's health and wellbeing as well as a financial risk to the employer's business. Effective management of large amounts of outstanding leave, rather than ignoring it, is a good way to mitigate these risks. The employer and employee can agree on how the employee is to take outstanding leave. Where agreement cannot be reached, subject to any relevant term or condition in the employee's employment agreement, the employer is entitled to require the employee to take leave on the giving of at least 14 days' notice.

Policy Statement

360 Degrees Security & Investigations Limited shall operate an effective system for managing outstanding leave.

Policy Guidelines

1. Employees shall self-manage their leave balances so that their total number of outstanding leave days does not exceed 20 days at any given time.
2. Where an employee has over 20 leave days outstanding, the employee's line manager shall initiate a discussion with the employee to seek the employee's agreement as to how the employee will take leave so as to ensure that the employee's total number of leave days does not exceed 20 days at any given time.
3. Where agreement is unable to be reached between the employee and employee's line manager as to how the employee will take leave to ensure that the employee's total number of leave days does not exceed 20 days at any given time, the line manager shall manage the employee's outstanding leave in accordance with the process outlined in the HR9A Managing Outstanding Leave Flowchart to be read in conjunction with this policy.

Signature:  Date: 1 October 2023
(Fran Gibson, Director)

Next policy review due date: 1 October 2026