



Leave Procedure

Procedure Number
WCDHB-HR-0024

Version Nos:
6

1. Purpose

West Coast District Health Board (WCDHB) recognises that its staff members are the single most important resource that it has. WCDHB also recognises that employees will take leave for rest and recreation in accordance with the requirements of the Holidays Act 2003 and Amendments and in accordance with applicable employment agreements.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the relevant **Manager** is required to:

- Develop an annual leave plan for the Department/Unit/Service they are responsible in accordance with employees to manage the annual leave entitlement and requirements of the staff they are responsible for;
- ensure that when leave is approved, the provision of services they are responsible for is maintained;
- consult with, and direct (if required) staff to take leave.

the **Human Resources Department** is required to:

- support and assist the relevant Manager.

the **Staff Members** are required to:

- provide their Manager with (where possible) 14 days written notice that they wish to take leave.

5. Resources Required

This Procedure requires no resources.

6. Process

1.00 Annual Leave

1.01 WCDHB regards annual leave as essential to the welfare of all its staff members, and in the best interests of both WCDHB staff members and the management of WCDHB.

1.02 WCDHB will grant annual leave to its staff members in accordance with the requirements of the Holidays Act 2003 and Amendments and in accordance with applicable employment agreements.



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- 1.03 A Manager may allow a staff member to take an agreed portion of their annual leave entitlement in advance. However, if a Manager does approve annual leave to be taken in advance, the staff member concerned must guarantee (in writing) their service to the WCDHB for the period required to accrue the amount of annual leave taken in advance. Where a staff member leaves the employ of the WCDHB with annual leave time still owed to the WCDHB, the equivalent amount of monies will be withheld from the employee's final pay.
- 1.04 All annual leave is to be requested, approved and recorded in writing before the employee starts their leave.
- 1.05 All annual leave must be arranged in consultation between the staff member and their Manager. The staff member's wishes concerning the timing of leave will be met as far as possible. However, where a requested annual leave is to be at a time that is unsuitable to WCDHB, the relevant Manager may decline to grant leave, or may direct the staff member to take the annual leave at another time, giving the minimum period of notice as required by their employment contract or the Holidays Act and its amendments.
- 1.06 WCDHB staff members may accrue annual leave up to a maximum value of 2 leave years. Requests by staff member to accrue annual leave in excess of this must be put in writing to their relevant Manager, and include justification for the additional accrual of leave.
- 1.07 Because the WCDHB considers annual time away from the job as essential for the welfare of its employees, approval to accumulate leave will only be given for special needs of an exceptional nature.
- 1.08 Where a staff member has accrued more than 2 years value of annual leave (and has not received approval as per Section 1.06) and is making no efforts to decrease the amount, their Manager will:
- i) consult with the staff member for the purpose of developing an agreement as to when the leave is to be taken;
 - ii) where no agreement is reached, the Manager is to inform the Human Resources Manager, who will determine an appropriate course of action.
 - iii) under no circumstances will an employee be able to capitalise their accrued leave by having it paid out to them in lieu of annual leave, except as per the Holidays Act 2003.
- 1.09 When the staff member returns to work:
- i) and if they complete a timesheet, they are required to state on the timesheet the period of their annual leave. The completed timesheet is to be forwarded to the staff member's Manager for their authorisation. The employee must also complete a WCDHB leave reporting form;
 - ii) and if they do not complete a timesheet, they are required to complete a WCDHB Leave Reporting Form stating on the Form the period of their annual leave. The completed Form is to be forwarded to the staff member's Manager for their authorisation;
- 1.09 The Timesheet/Form is then sent to Payroll Office who will record the details accordingly.



2.00 **Leave Without Pay**

- 2.01 WCDHB views leave without pay as a privilege and not a right. Therefore, leave without pay will not be approved in the following situations:
- i) when the staff member requesting leave without pay has an annual leave, long service leave, or accrued leave entitlement available;
 - ii) when service delivery cannot be continued in the absence of the staff member;
 - iii) when WCDHB will incur additional costs as a result of the staff member being granted leave without pay.
- 2.02 Staff members wishing to take leave without pay must apply in writing to their Manager before taking the leave.
- 2.03 Upon receipt of an application to take leave without pay, the Manager will check to see if the staff member concerned has any annual leave entitlement available.
- 2.04 The Manager will approve/reject the application for leave without pay after consultation with the GM Corporate Services and then inform the staff member accordingly.
- 2.05 When the staff member returns to work: the process as described in 1.09 shall be followed with leave without pay notified to the Payroll Office.
- 2.06 The Timesheet/Form is then sent to the Payroll Office who will record the details accordingly.

3.00 **Sick Leave**

- 3.01 All staff members shall notify their Manager as soon as it is reasonable that they are unable to attend their place of work or continue to work due to illness.
- 3.02 The number of days sick leave that an employee is entitled to use per year, is governed by the relevant employment agreement the employee is covered by.
- 3.03 With any period of sick leave the Manager may require the staff member to provide a Medical Certificate.
- 3.04 Staff member obligation with regard to the accessing of sick leave shall be explained to them during WCDHB Orientation Programme.
- 3.05 When the staff member returns to work the process as described in 1.09 shall be followed with sick leave notified to the Payroll Office.
- 3.06 Where a Manager reasonably believes that some or all of the sick leave utilised by a staff member was not for genuine reasons, the Manager shall:
- i) investigate the absences to determine if a pattern exists and if a pattern exists, the nature and extent of the pattern;
 - ii) discuss the issue with the staff member, allowing them every reasonable opportunity to provide an explanation for their sick leave;



- iii) provide advice and assistance to the staff member such as is reasonable to ensure that the staff member can reduce the level of sick leave they are utilising.
- iv) inform the staff member that the situation will be reviewed after a set period of time, and provide these details in writing to the staff member.

3.09 If, after the review period, there is no modification to the level of sick leave being utilised by the staff member, the Manager concerned may require the staff member to obtain a medical certificate for any future period(s) of sick leave they may wish to take.

4.00 Bereavement Leave

4.01 A WCDHB staff member will be granted bereavement leave on full pay to discharge their obligation and to pay respects to a deceased person with whom they have a close association. Such obligations may exist because of family ties, friendship or because of a particular cultural requirement.

4.02 In granting time off, and for how long, the Manager will administer these provisions in a sensitive manner taking into account:

- i) the closeness of the association between the staff member and the deceased,
- ii) which does not need to be a blood association; and
- iii) whether the staff member has to take significant responsibility for any part or all of the arrangements to do with ceremonies resulting from the death; and
- iv) reasonable travelling time should be allowed; and
- v) the need to make a decision as quickly as possible so that the staff member is given reasonable time to make necessary arrangements.

4.03 When the staff member returns to work the process as described in 1.09 shall be followed with Bereavement Leave notified to the Payroll Office

4.04 The Timesheet/Form is then sent to the Payroll Office who will record the details accordingly.

5.00 Jury Service Leave

5.01 Where a WCDHB staff member is obliged to undertake jury service they will be entitled to this leave, as per the requirements of their employment agreement.

5.02 When the staff member returns to work the process as described in 1.09 shall be followed with Jury Service notified to the Payroll Office

5.03 The Timesheet/Form is then sent to the Payroll Office who will record the details accordingly.

5.04 WCDHB staff must return all money (except reimbursements for expenses) they receive from the Justice Department (for attending jury service) to the WCDHB. The money is to be returned to the Payroll Office. WCDHB staff may retain any reimbursements they receive for expenses.



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5.05 If for operational reasons, and after having discussed it with their Manager, the employee finds that they will be unable to attend jury service, the relevant Manager must approach the Human Resources Department to send a letter to the courts requesting that the employee be excused from jury service. The Human Resources Department is to send an appropriately worded letter to the Department of Courts.

6.00 Employment Relations Education Leave

6.01 WCDHB values a constructive working relationship with staff representative organisations and their workplace delegates. This includes the provision of paid leave for delegates to attend Employment Relations education sessions.

6.02 A staff member wishing to take employment relations education leave will apply in writing to their Manager a minimum of 14 working days prior to the date of the intended leave. The application is to include the venue for the training and the type of training to be undertaken.

6.03 The Manager will approve/reject the application for employment relations education leave and inform the staff member accordingly. Approval for leave will be rejected if there is an inability to maintain service delivery or if insufficient notice (less than 14 working days) is given.

6.04 When the staff member returns to work: the process as described in 1.09 shall be followed with Employment Relations Education notified to the Payroll Office.

6.05 The Timesheet/Form is then sent to the Payroll Office who will record the details accordingly.

7. Precautions And Considerations

- ➔ All applications for leave are to be made to the relevant Manager
- ➔ Notification is to be sent to the Payroll Office who will record the details accordingly.
- ➔ WCDHB staff must return all money they receive from the Justice Department (for attending jury service) to the WCDHB. The money is to be returned to Payroll Office.

8. References

- Holidays Act 2003
- Employment Relations Act 2000
- Collective Employment Agreements

9. Related Documents

- WCDHB Leave Application Form



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Revision History	Version:	6
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
	Date Authorised:	September 1996
	Date Last Reviewed:	February 2010
	Date Of Next Review:	February 2012