

# Principles for requests to amend planned leave: Coronavirus context

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These principles apply to:

- all ongoing employees across the Transport cluster, and to fixed term or temporary employees who are employed for over 12 months
- employees covered by an Award or Agreement and TSSE and TSSM employees

These principles apply in the specific context of Coronavirus (COVID-19) and are in place from the date of publication until 1 October 2020, at which time they will be reviewed.

## PURPOSE OF THESE PRINCIPLES

These principles are in place so that our approach to requests for amending planned leave across Transport balances the need to:

- ensure employees maintain a positive work/life balance and overall wellbeing;
- ensure our leave liabilities are sustainable and requests to cancel planned leave are managed fairly and equitably in the Coronavirus environment; and
- continue to comply with Premier's Memorandum M2012-07 [Reduction of accrued recreation leave balances](#) as far as reasonably practical. Noting thresholds for excess annual leave may differ across occupational groups and the relevant industrial instrument should be referenced. Managers should take a sensible and considerate approach to managing excess leave during the Coronavirus outbreak.

References below to the booking and taking of leave at a *forward date* means before **30 June 2021**.

## KEY MESSAGES

- Meaningful rest is an important part of maintaining a positive work/life balance and overall wellbeing.
- Leave is not only provided for employees to travel on holidays. Its primary purpose is for employees to take a break from the rigours of day to day work and have adequate rest time.
- It is important to take these rests even when working remotely or if you work flexibly.
- Employees should be accessing at least two weeks of annual leave per year.
- Some operational areas may not have as much flexibility as other areas, given the lead time, coordination and cost that goes into organising leave rosters.
- The uncertainty of the Coronavirus environment is acknowledged so flexibility will be applied where possible if forward leave plans need to be amended.

## PRINCIPLES FOR REQUESTS TO AMEND PLANNED LEAVE

- Managers should approve requests for annual leave as they ordinarily would.
- Maintaining operational requirements remain a consideration in leave decisions.
- Managers maintain the discretion as to whether to approve the cancellation of previously approved leave.

- Managers should ensure that employees are accessing at least two weeks annual leave in a 12 month period. This may not apply to employees engaged for less than 12 months where insufficient leave has been accrued.
- If cancellation of planned leave is requested, deferring that leave to an alternate forward date is the preferred option.
- If an employee has excess leave balances, cancellations can occur if they've submitted a leave request at a definite forward date for a period of time that would reduce the balance below excess.
- If employees have concerns about a decision for their request to amend planned leave, they should forward those concerns to Role 60 as per the [Employment and Industrial Relations Delegations of Authority](#).

### CONSIDERATIONS TO GUIDE DECISION MAKING

The following considerations should be taken into account for employee requests to re-credit approved leave:

- Is the employee requesting to cancel the leave in order to resubmit the equivalent leave for an alternate period?
- Has the employee already taken a minimum of two weeks leave in the past 12 months as per the current leave procedures (notwithstanding the period of cancelled leave)?
- Has the employee taken any other form of leave of at least two weeks duration in the preceding 12 months (i.e. Long Service Leave)?
- Was the leave planned for a meaningful life event – e.g. wedding, family event – and if so, is there flexibility to re-credit a portion of the leave rather than the entire leave?
- If cancellation of leave is sought (and not postponed or resubmitted to an alternate forward date):
  - Will the cancellation result in an excess leave balance (within the meaning of Premier's Memorandum M2012-07, taking into account relevant industrial instruments in place)?
  - Can an alternate forward date be agreed to defer and take that leave (prior to **30 June 2021**)?
- Does the employee have an excess leave balance (within the meaning of Premier's Memorandum M2012-07, taking into account relevant industrial instruments in place)?
- Operational employees are often required to book leave 12 months in advance. Will re-crediting leave result in significant resourcing and rostering issues in the short to medium term?