

## Cashing Out Accrued Additional Annual Leave

**Summary** This Information Bulletin ensures that staff employed in the NSW Health Service are aware of the provisions applying to the cashing out of accrued additional annual leave.

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Community Health Centres, Dental Schools and Clinics, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute

**Distributed to** Public Health System, Health Associations Unions, Ministry of Health, Tertiary Education Institutes

**Audience** Workforce / Human Resources; Nursing, Medical; Allied Health, Corporate

## CASHING OUT ACCRUED ADDITIONAL ANNUAL LEAVE

### PURPOSE

This Information Bulletin ensures that staff employed in the NSW Health Service are aware of the provisions applying to the cashing out of accrued additional annual leave.

### KEY INFORMATION

NSW Public Health System Awards (the Awards) containing classifications covered by the HSU NSW, ASMOF and NSWNMA include a provision for cashing out accrued additional annual leave (the provision):

- Health Employees Conditions of Employment (State) Award
- Hospital Scientists (State) Award
- Public Health System Nurses' and Midwives' (State) Award
- Public Hospital Career Medical Officers (State) Award
- Public Hospitals (Professional and Associated Staff) Conditions of Employment (State) Award
- Public Hospital Medical Officers Award
- Public Hospitals Medical Superintendents (State) Award
- Staff Specialists (State) Award.

*Additional annual leave* is leave that is accrued in addition to the four weeks annual leave per annum as per the *Annual Holidays Act 1944*.

The Awards allow for an employee with accrued additional annual leave to elect at any time to be paid an amount equivalent to the value of the accrued additional leave in lieu of taking additional leave. The salary for the period of additional leave paid out will be calculated as if the period of leave was actually taken.

The provision aims to provide choice to employees in regard to their accrued additional annual leave.

It is not the intent of the provision to change the way in which annual leave is accrued or managed or to change the methods of calculating annual leave accrual or making payroll calculations. Annual leave which is taken is calculated and paid in exactly the same way as it has been to date.

The intent of the provision is that if accrued additional annual leave is not taken and is cashed out instead, the annual leave and payroll calculations are calculated in the same way as if it was taken and paid, within the following requirements:

- The additional leave balance for completed years of service is included in the additional leave available to be cashed out – but confined to completed years of service
- In order to receive the entitlement to additional annual leave on full pay, twelve months' service needs to be completed. Pro rata annual leave for the current

year of service is not included because the grant of annual leave has not met the test of completion of twelve months' service per Award requirements

- Employees may elect to cash out the total value of accrued additional leave at the point of election or may elect to cash out a proportion of the total value of accrued additional leave (with a minimum of one weeks' accrued additional leave)
- Subject to the minimum requirement above, there is no limitation to the number of times per year that an employee may elect to cash out additional annual leave.

The Awards and relevant clauses that have been changed as a result of the new provision are outlined in the attached schedule.

### **Enquires**

Any enquiries concerning this Information Bulletin should be directed to the relevant Human Resource personnel in the Local Health District or other Health Service. Only Human Resource personnel from Local Health Districts and Health Services are to contact the NSW Ministry of Health.

### **ATTACHMENT**

1. Cashing Out Accrued Additional Annual Leave.

# ATTACHMENT

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The following Awards and clauses have been updated to include the provision for cashing out accrued additional annual leave.

- 1. Health Employees Conditions of Employment (State) Award**
  - Clause 15 Public Holidays, subclause (i)(e)
  - Clause 16 Annual Leave, subclause (i)(b)(6)
  
- 2. Hospital Scientists (State) Award**
  - Clause 12 Public Holidays, subclause (iv)
  - Clause 13 Annual Leave, subclause (iii)
  
- 3. Public Health System Nurses' and Midwives' (State) Award**
  - Clause 30 Annual Leave, subclauses (xi)(b)
  
- 4. Public Hospitals (Professional and Associated Staff) Conditions of Employment (State) Award**
  - Clause 11 Public Holidays, subclause (i)(d)
  - Clause 12 Annual Leave, subclause (ii)(c)
  
- 5. Public Hospital Medical Superintendents (State) Award**
  - Clause 4 Annual Leave, subclause (viii)
  
- 6. Public Hospital Medical Officers Award**
  - Clause 12 Annual Leave, subclause (ii)(e)
  - Clause 15 Public Holidays, subclause (iv)
  
- 7. Public Hospital Career Medical Officers (State) Award**
  - Clause 12 Annual Leave, subclause (ii)(e)
  - Clause 13 Public Holidays, subclause (iii)