

		IQA Policy P41	
National Secretariat		Annual Leave Policy	
Policy Number:	P17-41	Version:	01
Date Adopted:	24/5/16	Contact:	Company Secretary

1. Policy

The IQA encourages all employees to have regular annual leave breaks so that they can maintain a healthy lifestyle and ensure that they are fit for work. Whilst the IQA will endeavour to accede to annual leave requests, the IQA reserves the right to decline requests.

Annual leave is to be taken at a time or times mutually convenient to both the employee and the IQA, or otherwise as directed by the IQA by giving the employee at least four weeks' notice of the date they are required to take annual leave.

All requests for annual leave will be assessed on a case by case basis taking into account:

- Timing and period of leave;
- Work load requirements;
- Availability of suitable relief if required; and
- Reason for leave.

Annual leave accrues on a 4 weekly basis and is cumulative.

If 30 days notice is provided, then employees can be directed to take up to 10 days leave.

Leave in excess of 40 days is only permitted if the IQA has agreed to a plan of taking the leave within a reasonable period of time after the 40th day of leave has accrued.

No leave loading is payable on annual leave.

The annual leave application form App12 must be provided to the IQA giving at least 4 weeks notice of your intention to take leave.

Annual leave entitlements are not to be paid in advance.

In exceptional circumstances the IQA may accept less than 4 weeks notice, however in all such cases the reason for taking leave must be provided to the IQA.
