



Bulletin to All Staff - Excess Recreation Leave Credits

Dear Colleagues

I am writing to you regarding recreation leave and the need to use excess recreation leave credits before 16 November 2008.

The EBA contains provisions that staff who do not reduce their excess recreation leave credits to eight weeks by 16 November 2008 will have that excess leave deemed to have been taken.

If you currently have recreation leave credits **below eight weeks** and you are concerned about your accrual rising above eight weeks before November 2008, you should submit a recreation leave application to your supervisor using the Employee Self Service (ESS) module in SAP Staff OnLine. Leave that is approved and booked in SAP will not be regarded as being in excess of the eight week limit.

If you have **more than eight weeks** recreation leave accrued you may have received a letter from your Dean or Divisional Manager advising you to submit a leave plan. The reason Deans and Divisional Managers are writing to staff with more than eight weeks excess leave accrued is to remind staff of provisions contained in the La Trobe University Enterprise Bargaining Agreement 2004-2008 (EBA) relating to the reduction of excess recreation leave.

Deans and Divisional Managers are requesting staff who have excess leave balances to submit a leave plan to their Head of School or supervisor by Friday 2 November 2007 so that the Faculty/Division can make arrangements for staff to use their excess leave credits. You should also be mindful of the fact that you will continue to accrue leave for your service between now and 16 November 2008. You should take this into account when submitting leave plans designed to reduce your leave credits to 40 days or less by 16 November 2008. Failure to have the leave application approved and booked through SAP by November 2008 in these circumstances would lead to you losing your entitlement to recreation leave over 40 days.

You may access a copy of Clause 37.8 *Managing and Preventing Excess Recreation Leave Credits* of the EBA at the following address <http://www.latrobe.edu.au/hr/eba/latrobe-eba-04-08.pdf>.

Section 7.1 of the Human Resources Manual relating to the University's policy on excess recreation leave is based on the provisions of the EBA and may be accessed at the following address <http://www.latrobe.edu.au/hr/manual/hrm-index.htm#r>.

Your current leave balance is reported each fortnight on your pay slip which you can view via StaffOnLine <https://prdportal6.sap.latrobe.edu.au:50001/iri/portal>. If you require assistance with StaffOnLine please contact Human Resources on extension 1621.

Taking recreation leave is important for maintaining health and well-being. The reduction of excess leave credits assists in reducing the financial liability associated with excess leave credits for your work area and this helps your work colleagues. If you have questions about the provisions contained in the EBA or in the Human Resources Policy Manual (HRM) you are welcome to talk to Kevin Brown (Bendigo campus) ext. 7472, Jeanenne Terry on ext 2028,

Melissa Elliot on ext. 2032, Janet Nicolson on ext. 5168, Robyn Whittaker on ext. 1370 or Dianne Chiang on ext. 2148.

Your cooperation in addressing this matter will be greatly appreciated.

Kerry McKeand
Director, Human Resources
24 September 2007