



National Employment Standards (NES)

Fact Sheet Series

Annual Leave

As of 1 January 2010, the National Employment Standards will apply to all staff of the University of Adelaide. This fact sheet provides an outline of the Annual Leave standard under the NES and how it will apply to staff of the University of Adelaide.

What is provided for under the NES?

A staff member (other than a casual) is entitled to four weeks of paid annual leave for each year of service with an employer.

A staff member's entitlement to annual leave accrues on a continuous basis according to the number of ordinary hours worked.

A staff member that is a continuous shift worker is entitled to one additional week's pay.

Annual leave under the NES accumulates from year to year, so if a staff member does not take all their accrued annual leave in any given year, the amount of leave owing to them carries over to the next year and so on.

When annual leave is taken it is paid to the staff member in accordance with their ordinary hours of work, and does not include payment for:

- Incentive based payment and bonuses
- Loadings
- Monetary allowances
- Overtime or penalty rates
- Any other separately identifiable amounts

What annual leave entitlement is provided for under the University's Collective Agreement?

The University of Adelaide Collective Agreement 2006–2008 (the Agreement) provides full-time staff an entitlement to 20 working days cumulative annual leave for each year of continuous paid service.

Full-time continuous shift workers receive 25 days cumulative for each year of continuous service.

Part-time employee are entitled to annual leave also but the entitlement is provided on a pro-rata basis.

All of these entitlement meets the minimum requirements of the National Employment Standards (NES).

What will change?

Nothing will change in respect of annual leave entitlements for staff.

Managers and supervisors should continue to provide annual leave in accordance with the provisions of the Agreement.

What if I need more information?

If you have any questions about your entitlement to Annual Leave, please contact the HR Service Centre at: hrrservicecentre@adelaide.edu.au or 8313 1111.