## Employee Leave Management Plan (ELMP)

The development of the ELMPmust consider:

* the employee’s current leave balances including leave that will accrue during the ELMP;
* leave management strategies to be implemented to clear Excess Leave; and
* commitment to review the ELMPregularly to ensure actions have been taken, and subsequent plans initiated if required. Any revision to the original ELMPand any revision thereafter should be submitted to the relevant authorised delegate for subsequent approval.

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Position Title, Division |  |
| Employee Number |  | ELMP duration |  |

**Calculation of leave to be reduced**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Annual Leave | Long Service Leave | Other  *(e.g. ADOs, RDOs, TOIL)* |
| Current excess leave balance |  |  |  |
| Leave to accrue during the ELMP |  |  |  |
| Total leave balance to be cleared |  |  |  |

**Leave schedule**

*Please use another sheet or add more rows if required*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leave booking period | Leave type  *(e.g. Annual Leave, Long Service Leave, Other)* | Number of days/weeks | Date leave application lodged | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total leave booked to clear | | | |  |

**Leave cash out**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leave Type  *(e.g. Annual Leave or Long Service Leave)* | Number of days/weeks | Industrial conditions met  *(Yes or No)* | Date cash out application lodged with HSS | Total |
|  |  |  |  |  |
|  |  |  |  |  |
| Total leave to be cashed out | | | |  |

**Final calculation**

Accrued annual leave is reduced to less than two accrued entitlements:  Yes  No  N/A

Long service leave is scheduled within two years of being accrued:  Yes  No  N/A

If no, comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Endorsement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Position title

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Position title

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Delegate Position title

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

## Next Actions Checklist

All leave and/or cash out applications are approved by the authorised delegate

All leave and/or cash out applications are submitted to Payroll for processing

Employee and Manager retain a copy of the ELMP

Review meeting is scheduled

**Contact**

For information regarding up to date leave balances, leave payment figures for employees whose hours are variable, or for assistance with leave accrual projections, contact Health Support Services.

For information regarding the interpretation and application of industrial instruments relevant to leave entitlements, contact your local industrial relations team.