

Medicine and Public Health Excess Annual Leave Management Plan

Excess annual leave is the accrued balance of more than 294 hours/40 working days/8 weeks that has been accumulated during any 24-month period (pro rata for part time staff and not applicable to casuals).

Employee name			
Position		Staff ID	
Work Unit		FTE/Fraction	
Supervisor			

Annual Leave Accrual	Hours/days
Total balance as at	
Excess accumulated annual leave (quarter of accrued leave over 24 months)	

Excess Leave Reduction		
Period: to	hours booked	hours left
Period: to	hours booked	hours left
Period: to	hours booked	hours left

Employee	_____	_____	Date:
	Name	Signature	
Supervisor	_____	_____	Date:
	Name	Signature	

Planned excess leave to be requested and approved within two weeks of recorded reduction.

[Request absence on Workday](#)

[Approve absence on Workday](#)