



### Annual Leave Policy

Workers are entitled to 4 week's annual leave for each 12 months of continuous service with leave accruing progressively throughout the year based on ordinary hours worked.

The employer must be notified in writing of Annual Leave requests, and these will be granted only after approval. The employee must have sufficient leave accrued for the request to be considered.

The company does not enter into agreements for Annual Leave in advance.

The company has a Minimum two-week close down period over Christmas with two month's written notice provided to employees with dates and leave hours required.

The company implements the following conditions relating to the granting of Annual Leave requests:

- 1) The employee must have an accrued Annual Leave balance in excess of the period of leave applied for, taking into account the hours also required for the Christmas close-down period.
- 2) Only one employee at a time can be granted Annual Leave within a given period outside of the Christmas close-down period (contingent on meeting the other relevant criteria within this policy).
- 3) All Annual Leave requests will be considered on an individual basis.
- 4) Employees cannot claim Annual Leave retrospectively.
- 5) Annual Leave requests will not be automatically approved on the basis that personal plans have been prearranged (e.g., holidays booked and paid for prior to applying for Annual Leave).
- 6) The response to the Annual Leave request will be provided in writing by the employer.
- 7) Any appeal related to Annual Leave request not granted must be in writing as per the Modern Award Clause 28.