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Annual Leave Policy		

PURPOSE

This policy explains how annual leave is accrued, requested, approved, and taken by employees of Consolidated Group of Companies, in accordance with the **Fair Work Act 2009** and applicable modern awards.

The policy also ensures employees take regular breaks from work to support health and wellbeing and to prevent excessive annual leave balances. Employees must not accrue more than **200 hours of annual leave** without taking approved leave, unless otherwise agreed by management for operational reasons.

OBJECTIVES

Consolidated Group of Companies will:

- Ensure annual leave entitlements are provided in accordance with the Fair Work Act and relevant awards;
- Require employees to submit annual leave requests **in writing** with as much notice as reasonably possible;
- Advise employees that submitting a leave request does **not** guarantee approval;
- Assess leave requests based on operational requirements, staffing levels, rosters, and project commitments;
- Confirm leave approval or rejection as soon as practicable;
- Not cover any costs incurred by employees for travel or personal arrangements made **before leave is formally approved**;
- Monitor annual leave balances and require employees to take leave if their balance approaches or exceeds **200 hours**;
- Encourage employees to take annual leave regularly to support:
 - Health and wellbeing
 - Work-life balance
 - Safe and productive work practices;
- Maintain accurate records of leave accruals and leave taken to support payroll, workforce planning, and legal compliance.

RESPONSIBILITIES

Management and Supervisors

- Review and approve or decline leave requests fairly and consistently;
- Ensure operational requirements are considered when approving leave;
- Monitor employee leave balances and direct employees to take leave where required;
- Ensure leave decisions comply with legislation and applicable awards.

Employees

- Understand their annual leave entitlements;

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- Submit leave requests in writing and with reasonable notice;
- Wait for formal approval before making travel or financial commitments;
- Take annual leave when directed due to excessive leave balances.

Finance / Payroll

- Accurately record leave accruals and usage;
- Ensure payroll processing complies with award and legislative requirements;
- Manage financial liabilities associated with accrued leave.

RELATED PROCEDURES

Further information is available in the **HR Handbook**.

COMMITMENT

This policy applies to all Consolidated Group of Companies employees.

Consolidated Group of Companies is committed to fair, lawful, and consistent management of annual leave while supporting employee wellbeing and operational continuity.

Approved



Theo Tsorvas

Director

Date 13.12.2025