



**Policy Number HR023**

## BONUS LEAVE POLICY

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### 1. Purpose

Ormond College and the Wade Institute provide employees with the opportunity to take 'Bonus Leave' to support work-life balance, health and wellbeing. If you meet the eligibility criteria outlined below, you will be granted up to five bonus leave days each year, pro-rata for part-time employees.

### 2. Eligibility Criteria

To be entitled to Bonus Leave, the following eligibility criteria apply:

- Full-time and part-time employees.
- You must have a remaining annual leave balance of 10 days or less on the 31 October each year.
- Fixed Term Contract employees must have 12 months remaining on their contract as at 31 October.
- You must not have cashed out any annual leave entitlement during the calendar year.
- Employees must be actively working as at 31 October each year to be eligible.
- Exclusions include, but are not limited to:
  - Leave without pay
  - Unpaid maternity leave
  - Sabbatical leave

### 3. Guidelines

Bonus Leave is not an automatic entitlement for employees and is not a leave entitlement under the Fair Work Act.

You will be granted five bonus leave days (pro-rata for part-time employees) in the first pay period of January each year.

### 4. Application Process

You can apply to use your Bonus Leave entitlement through the self-service portal. This system can be accessed via the apps page on The Grail.

### 5. Taking Bonus Leave

- Bonus Leave must be used at times mutually agreed upon between you, your line manager and when applicable, the Executive member.
- Any TOIL balance must be exhausted before using Bonus Leave.
- You must use the bonus leave days during the calendar year in which they are granted.



## **6. Untaken Bonus Leave**

Any untaken Bonus Leave will be forfeited at the end of the calendar year. Untaken Bonus Leave does not accrue from year to year.

## **7. Ending Employment**

Bonus Leave will not be paid out if you cease employment with Ormond College or the Wade Institute.