

Enquiries:

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 4 OF 1983

ANNUAL LEAVE ENTITLEMENT - EFFECT OF LEAVE WITHOUT PAY

Circular to Departments and Authorities No. 26 of 1980 outlined the policy in relation to leave without pay and its effect upon annual leave entitlements.

The circular, however, only related to employees who have a common anniversary date, i.e. establishments that have an annual close down. No distinction was made for employees who have varying anniversary dates.

The policy regarding these employees is that the anniversary date should be moved forward by the number of days of leave without pay taken during the accruing period. No deduction should be made from the number of days of annual leave prescribed in the relevant award.

R G COOPER
ACTING DIRECTOR

January 20, 1983 LG

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