



## 26. Recreation Leave



CSIRO Staff Association

This is No. 26 (of 28) in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained at Clause 74 of the new CSIRO Enterprise Agreement 2011-2014 (EA). Members are encouraged to read this clause in its entirety.

# Know Your Rights

### What is the Recreation Leave entitlement?

Recreation leave accrues at the rate of one and 2/3 days per month for standard duty. The entitlement for part-time officers is calculated on a pro-rata basis (Clause 74a). Recreation leave is cumulative (Clause 74f). It is important for health and wellbeing that leave is taken within a reasonable period of its accrual and that planning for leave is incorporated into workload management (Clause 74g).

### Can an officer cash out some Recreation Leave?

Yes, but only according to the following conditions:

- 5 days only can be cashed out per year (or the equivalent for part-time officers);
- A block of recreation leave of at least 10 days must have been taken in the preceding 12 months prior to the date of application;
- A balance of recreation leave of at least 20 days (or the equivalent for part-time officers) must be remaining, following the cash out;
- An application to cash out leave may only be made during the period 1<sup>st</sup> to 31<sup>st</sup> of March of each year; and
- Payment of any leave cashed out will include relevant allowances (Clause 74k).

### Can an officer be required to take Recreation Leave?

Yes, but only if particular circumstances apply:

- Where an officer has on 1 January or 1 July, a recreation leave credit of 45 days or more (50 days in the case of shift workers), CSIRO will direct the officer to take a specified number of days of recreation leave within a three month period. The specified number of days will be equivalent to 10/45 (rounded to the nearest whole day) of the recreation leave credit at the notice date (Clause 74h).
- If an officer fails to take the required leave specified in the direction within three months (by 1 April or 1 October respectively), salary will not be paid for the recreation leave period. Instead, the officer will be provided with paid recreation leave during the period. Note, officers are not to attend work during periods of recreation leave (Clause 74i).

### Which categories of officers accrue additional recreation leave?

- Shift workers who are regularly rostered for Sunday and holiday duty shall be entitled to an additional 7 consecutive days;
- Officers in remote localities (refer to Clause 31 of EA);
- Officers entitled to AAHL disability leave (refer to Clause 32 of EA);
- Caretakers who are required to remain in residence on a public holiday receive an extra day for each holiday, up to a maximum of five days per year (Clause 74d).

### What if I have questions about my leave, including over December and January?

As a Staff Association member, you can contact your Staff Association Delegate or Organiser at anytime.