

# Recreation leave

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA) specifically clause 72. Members are encouraged to read this clause in its entirety.

## 1) Why is recreation leave important?

Recreation leave is available to ensure that regular breaks are taken from the workplace for rest and relaxation. It is important for an officer's 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 72.7).

## 2) What is my recreation leave entitlement?

Recreation leave accrues at the rate of one and 2/3 days per month (or 20 days per year) for standard duty. The entitlement for part-time officers is calculated on a pro-rata basis (clause 72.1). Some categories of officers, such as regular shift workers, receive additional recreation leave (clause 72.4).

## 3) Can I be required to take some of my recreation leave?

Yes. Officers with recreation leave balances of 45 days or more on either 1 January or 1 July will be directed to take at least 10/45 of their leave balance within three months of either date (clause 72.7).

## 4) Can I cash out some of my recreation leave entitlement?

Yes, but only in certain circumstances. To access this provision:

- a balance of at least 20 days (or the pro-rata equivalent for part-time officers) must be retained;
- an application to cash out leave may only be made during the period 1st to 31st of March of each year;
- 5 days only (or the equivalent number of days for part-time officers) can be cashed out; and
- 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.

Payment of any leave cashed out will include relevant allowances (clause 72.8).

## 5) In what circumstances can I access miscellaneous leave before I use my recreation leave?

Miscellaneous Leave can be used in the following circumstances (further examples are listed in Know Your Rights bulletin – Miscellaneous Leave):

- Annual shut down of laboratory or office;
- Assisting or chaperoning partners, dependants, extended family members or close friends with legal or other personal matters;
- Emergency household matters or repairs;
- Moving from an officer's normal place of residence;
- Attending to matters relating to domestic or family violence;
- Attending to cultural or religious obligations including NAIDOC day and observance of religious holidays;
- Emergency services activities; and
- Participation in unpaid voluntary and/or community work with public benevolent institutions providing aid.

## 6) What if I'm not a union member?

Then it's time to join and make sure your rights are protected! You can pick up a membership form from your Workplace Delegate, download it from [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au) or email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) and we'll send you one by return email.

**This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today. For more information about membership talk to your local organiser, email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)**

# KNOW YOUR RIGHTS

## Important points

- Recreation leave is an important entitlement designed to ensure work-life balance and employee wellbeing.
- CSIRO staff accrue recreation leave at the rate of 20 days per year for standard duty, with part-time officers accruing the entitlement on a pro-rata basis.
- Staff are required to take recreational leave and those that accrue 45 days or more can be directed to do so.
- There are a number of circumstances where miscellaneous leave can be accessed before using recreational leave entitlements; refer to the miscellaneous leave factsheet for more information.
- CSIRO staff can cash out recreational leave entitlements however specific circumstances and conditions apply.



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