

# 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.



**CSIRO STAFF  
ASSOCIATION**



**APPLICATION FOR MEMBERSHIP**

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**DR/MR/MRS/MS/MISS** (Circle one) **D.O.B:** \_\_\_\_\_ **M / F** (Circle one) **ATSI ORIGIN YES / NO** (Circle one)

**BUSINESS UNIT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**CSIRO LEVEL/ STEP:** \_\_\_\_\_ **FULL or PART TIME** (Circle one) **TENURE: INDEFINITE or SPECIFIED** (Circle one)

**HOME ADDRESS:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**WORK EMAIL:** \_\_\_\_\_

**HOME EMAIL:** \_\_\_\_\_

**PH (Mob):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete the bottom section of the form, then hand it to your delegate, email to [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

**FOR YOUR INFORMATION**

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks’ notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members’ personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au) or by calling us on (03) 8620 6348.

**AUTHORISATION FOR PAYROLL DEDUCTION**

**TO: THE CSIRO PAY OFFICER**

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **WORK EMAIL:** \_\_\_\_\_

**CSOF LEVEL/STEP:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_