

Food & Patient Support Services

Northern NSW, Mid North Coast, New England Sector

TO All Staff

FROM Anne Buckley

SUBJECT Annual Leave Rosters – 2022/2023 Applications

In order to comply with NSW Health Policy all Food & Patient Support Service employees must submit annual leave applications to their Managers/Supervisors by Friday 28th October 2022 for the following calendar year up until February 2024.

- All annual leave preferences submitted later than October will be subject to availability.
- The minimum time period to submit an application for annual leave is a period of one week (7 days) from a **MONDAY** to a **SUNDAY**.
- Food & Patient Support Service employees who work Monday to Friday must submit a form for a total of four (4) weeks of annual leave each calendar year.
- Food & Patient Support Service employees who work Sundays and/or public holidays must submit a form for a total of Five (5) weeks of annual leave each calendar year.

Excessive Leave

- Once annual leave is approved, staff with excessive leave will be required to submit additional leave to decrease their annual leave balance if they have not already done so.
- Staff are reminded to not make any holiday or travel plans without an approved and signed off copy of the annual leave application.

Should there be multiple requests for the same leave dates within a team, the Manager/Site Supervisor will look at the period for review. Consideration will include (but not limited to) school holiday periods and/or holiday periods in addition to history of leave taken in previous years.

Anne Buckley**Sector Manager****Northern NSW, Mid North Coast & New England Sector, Food & Patient Support Services****Staff Leave Preferences****Submit to Site Supervisor/Manager by 29/10/22**

Name: _____

Date Submitted ____/____/____

Site: _____

Preference 1 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>	Preference 2 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>	Preference 3 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>
Preference 4 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>	Preference 5 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>	Preference 6 ____/____/____ to ____/____/____ Approved / Not Approved <small>(Circle as required)</small>

This Form will be returned to you by your Site Supervisor advising what dates are approved. Please then submit your leave requests for those approved dates via SARA or paper form to your Site Supervisor.