

MLHD: HealthShare Annual Leave

Dear Member,

Recently your HSU Organiser received several calls from members with regard to excessive leave. Members reported that they were being allocated annual leave by management for time they had not requested. Your HSU Organiser contacted HealthShare management to discuss the process for excessive leave.

After several phone calls and a recent meeting, the following process has been agreed to. Staff who are identified as having excessive leave will receive a formal letter and have verbal conversations advising them of this leave and the makeup of the leave. Once this letter has been received the member will be advised that an annual leave plan must be submitted to reduce their excessive leave. Members need to be aware that if a plan is not submitted within the time frame advised in the letter then management are permitted to allocate the leave on your behalf.

Also discussed is HealthShare's 2020 Leave Plan. The HSU reminds members that in accordance with the "Leave Matters for the NSW Health Service" PD2019_010, the minimum notification is one month prior to the requested leave being taken. However, to avoid disappointment, if members know what leave they want for 2020 then you should submit a request for leave. Members with a leave balance of less than thirty days cannot be directed to take leave, and while pro rata annual leave is required by the Ministry to be included in the calculation of excess annual leave, an employee is not to be directed to take pro rata annual leave without their express consent.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD