



Reserve for Employees Leave Entitlements FS-CP-305

(PUBLIC POLICY)

1 Policy History

| Revision No. | Council Meeting Date | Minute No. | Adoption Date |
|--------------|----------------------|------------|-------------------|
| 1 | Before 24/04/1990 | - | Before 24/04/1990 |
| 2 | 14/01/2003 | 25 | 14/01/2003 |
| 3 | 11/05/2010 | 0142 | 11/05/2010 |
| 4 | 27/01/2015 | 15/005 | 27/01/2015 |
| 5 | 13/02/2018 | 18/046 | 16/03/2018 |
| 6 | 14/06/2022 | 22/151 | 15/07/2022 |

2 Policy Objective

To define the purpose for which the reserve has been established and to determine a reasonable level at which the reserve is to be maintained.

3 Policy Statement

- 3.1 The employees leave entitlement reserve is to be available to be used to fund payments in excess of \$20,000 to terminating employees for annual leave, preserved sick leave and long service leave.
- 3.2 The reserve shall be maintained at a minimum level equal to 25% of the total liability for accrued annual leave, preserved sick leave and long service leave entitlements as determined in the annual financial statements at 30 June each year.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None



8 Directorate

Business Cultural and Financial Services