

1.2.2 CEO Leave Approval

Type:	Office of the CEO – Human Resources
Legislation:	Local Government Act 1995
Delegation:	DA1 Acting Chief Executive Officer
Other Related Document:	Employment Contract

Objective

This policy is intended to provide guidance to the Chief Executive Officer about the taking of leave and the recording leave transactions.

Policy Scope

This policy will affect the Chief Executive Officer.

Policy

Leave Applications

The Chief Executive Officer shall liaise with, and obtain the approval of the Mayor prior to the taking of any form of leave accrued in accordance with the Chief Executive Officer’s contract of employment.

The Chief Executive Officer shall provide an appropriate leave form for the Mayor’s signature to substantiate the leave transactions recorded on the payroll system.

Councillors will be advised when leave has been approved and the arrangements for an Acting Chief Executive Officer.

Leave Accruals

Leave shall be taken regularly to promote wellbeing and to avoid leave balances accruing to excessive levels.

The Chief Executive Officer shall not accrue, without Council approval, more than 10 weeks annual leave.

Long service leave must be taken within three years of the leave becoming due unless Council approves otherwise.

Council will be advised of the leave balances annually after the anniversary of the contract of employment in conjunction with the CEO’s annual performance review.

Responsible Directorate:	Office of the Chief Executive Officer
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	18/08/15
Policy Amended/Reviewed:	17/09/19
Former Policy No:	4.1.1