

# High Demand Holiday Period Directions EA 2020-24 Clause 57.3 (f)



**Western Health recognises that there are periods in the year where the demand for annual leave is greater than the ward/unit is able to accommodate. These periods are called high demand periods.**

**To ensure equity for all staff, the following process has been developed:**

- Staff may apply for leave at any time prior to 16 weeks before the commencement of the high demand period
- Applications which are not submitted 16 weeks prior will only be reviewed where there is still leave available during the peak period
- Applications for leave will be reviewed by the manager 16 weeks prior to the commencement of the high demand period
- The manager will advise staff of the outcome of their application no later than 14 weeks prior to the commencement of the high demand period

**The manager will take into account:**

- The operational requirements of the unit (all units are budgeted to have 10% of employed staff on annual leave at any given time)
- Previous approved leave during the same high demand period
- Previous leave approvals during other high demand periods
- The staff members circumstances and caring responsibilities

**Additional leave above 10% of the employed FTE in an area may be approved where:**

- The unit closes over the high demand period, or
- The unit reduces services over the high demand period

**High demand periods are any days that fall within the date ranges as per table below**

Name of period	Start of High Demand Period	Last day of high demand period
Christmas , Boxing day new Year	Monday of the week prior to Christmas	The first Sunday after New Year
Summer school Holidays	Monday of the week prior to Christmas	Second Monday in February
End term one school break	First Monday of gazetted school holiday period	Last Sunday of gazetted school Holiday period
End term 2 school break	First Monday of gazetted school holiday period	Last Sunday of gazetted school Holiday period
End term 3 school break	First Monday of gazetted school holiday period	Last Sunday of gazetted school Holiday period