

ST8. Personal Leave – Incentive Bonus Policy

Policy Objective

This policy is to encourage staff not to take unnecessary personal leave and determines the manner in which the Shire of Dundas will pay a personal leave incentive bonus.

Policy Statement

The personal leave incentive bonus scheme came into operation on the 1st July 2008 and was previously incorporated into the Gratuity Payments Policy.

The personal leave incentive bonus scheme is designed to encourage staff not to take unnecessary personal leave, thereby increasing productivity and minimizing the disruption to Shire operations and unfair burden on employees required to cover for absent fellow workers.

The bonus is available to all permanent and contracted employees (full-time and part-time) who are employed by the Shire at 1st July and is based on the employee's personal leave history at the Shire for the preceding 12 months as follows:

Number of Personal Leave Days Taken	Personal Leave Bonus Payment
0	5 days
1	4 days
2	3 days
3	2 days
4	1 day
5+	Nil

Note:

- The bonus will be paid in the first pay period in July each year.
- The employee has the right to not accept payment of the bonus and retain the accrual of the personal leave.
- Any leave bonus payments made to an employee will be deducted from their personal leave accrual.
- The employee is responsible for any taxation implications associated with the payment

Policy Reviewed October 2020