

Annual Shut Down

Know Your Rights

Clauses You Should Know

Clauses you should know in your Enterprise Agreement are 6.1.16 Employer Direction to Take Annual Leave – Close Down, 6.1.17 Employer Direction to Take Annual Leave – Excessive Annual Leave and 4.4.7 On-Call and Recall. Here's a summary:

- 1** Management may direct you to take annual leave where the hospital or department is closed, experiences periods of low activity and/or downtime e.g. Christmas, New Year (Clause 6.1.16)
- 2** Management may direct you to take annual leave where you have accrued an excessive amount of annual leave (e.g. in excess of 6 weeks leave balance for an employee who has an entitlement of 4 weeks per year) (Clause 6.1.17).
Management must consult with you regarding the taking of an annual leave entitlement. **When agreement cannot be reached, management may direct you to take annual leave provided you are given at least 2 months notice in writing** from the date upon which the leave is to commence (Clause 6.1.16 & 6.1.17).
- 3** Where you are directed to take leave because the hospital or department is closing and you don't have enough accrued annual leave – you may take annual leave in advance or you can choose to take another form of leave, including leave without pay.
- 4** You can also access any banked ordinary hours, time off in lieu and ADOs that you have accrued. Management is also required to consider any requests from employees for re-deployment and under the EA are expected to grant such requests wherever possible.
- 5** **You are not required to remain on-call whilst on leave (paid or unpaid)** or on the day before your leave period begins (Clause 4.4.7).

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