

**This policy sets out conditions applicable to the entitlement to annual leave.**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

All employees (excluding casuals) of *[insert company name]* will be entitled to paid annual leave. Annual leave will be paid in line with the relevant industrial award, agreement or legislative provision that applies to their employment contract.

In the absence of any award, agreement or legislations, a full-time employee is entitled to four (4) weeks' annual leave per completed year of service *[optional insert: with one (1) additional week per annum for employees rostered to work shifts that extend over twenty-four (24) hours per day, seven (7) days per week]*. Part time employees are entitled to annual leave on a pro rata basis.