



Ararat Rural City

# CEO Leave Approval Policy

## DOCUMENT CONTROL

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Stakeholder Engagement:  
Chief Executive Officer  
Governance and Administration Coordinator  
Human Resources Business Partner

# CEO Leave Approval Policy



Ararat Rural City

## INTENT

This policy provides guidance to the Chief Executive Officer (CEO) with regards to the taking and recording of leave transactions, while ensuring that the elected Council is kept informed of CEO leave requests, and the appointment of an Acting Chief Executive Officer (A/CEO) during these periods.

## POLICY

### Leave Applications

The CEO will liaise with and obtain the approval of the Mayor prior to the taking of any form of leave accrued in accordance with the CEO's contract of employment.

The CEO shall provide the required leave form for the Mayor's signature at least one (1) month prior to leave commencement date to substantiate the leave transactions recorded on the payroll system.

Out of courtesy, Councillors will be advised when leave has been approved and the arrangements for an Acting CEO if less than four weeks of continuous leave is taken.

### Appointment of Acting CEO

The *Local Government Act 2020* (the Act), section 44 states a Council must appoint a natural person to be its CEO in accordance with its CEO Employment and Remuneration Policy under section 45.

The CEO can appoint a senior officer under delegated authority from the Council, or by resolution of Council.

Council through Instrument of Delegation has approved delegated authority to the CEO to appoint an officer to the role of A/CEO for a continuous period not exceeding 28 days.

If the period of leave exceeds 28 continuous days, then Council should appoint the A/CEO by resolution.

On appointment of an Acting CEO for the designated leave period, the CEO must complete a Higher Duties Application Form and submit to the Human Resources team for action.

The CEO must ensure that the Council Delegation box on the Higher Duties form has been completed and informed the officer acting of their responsibilities under the delegation.

### Leave Accruals

Leave should be taken regularly to promote wellbeing and to avoid leave balance accruing to excessive levels.

In accordance with Clause 27 of the Ararat Rural City Council Enterprise Agreement No. 8 – 2016, employees who have in excess of eight (8) weeks (304 hours) annual leave, will commit to reducing the leave over a two (2) year period.

### Extenuating Circumstances

In extenuating circumstance, the Mayor may waive the notice period for Annual and Long Service Leave at their discretion.

This policy shall be reviewed upon the commencement of a new CEO.

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## **ADMINISTRATIVE UPDATES**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively, Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## **REFERENCES**

CEO's contract of employment  
Ararat Rural City Council Enterprise Agreement No. 8 – 2016  
Leave Application Form

## **APPENDICES**

Nil