Template 14 - Direction to take annual leave due to excessive accrual

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

Direction to take annual leave due to excessive annual leave accrual

As discussed on <<insert date of verbal discussion regarding extensive accumulated annual leave>>, you currently have <<insert amount of accrued annual leave in weeks and days calculated to the date of this letter>>.

Clause 21.6 of the Passenger Vehicle Transportation Award (the Award), provides that with at least 8 weeks’ notice, and not more than 12 months’ notice, an employer can require an employee to take a period of annual leave if the employee has more than 8 weeks accrued.

Please consider this letter as notifice you that you are required to reduce your annual leave balance/accrual to 6 weeks (but not less than 6 weeks).

The leave you are being directed to take is <<insert total number of days>> days, from <<insert start date of leave>> until <<insert end date of leave>>.

Your base rate of pay for your ordinary hours of work will continue to be paid to you throughout the leave period. Annual leave loading will also be payable.

Should you have any questions in relation to this request, please contact me on <<insert contact details>>.

Yours sincerely,

<<Insert name>>

<<Insert position>>