

5.26	GIFTED LEAVE
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 2
Date approved: 18/03/25
Next review date: Jan 2026

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

Until further notice Gifted Leave has been suspended, and will be reviewed by the Management Committee for reactivation in the future.

POLICY STATEMENT

The **HECIS Co-Ordinator** is delegated to be a supervisor of staff for this policy.

HECIS is a partially government funded service with a limited budget. To compete in an employment market against larger Not-For-Profit and other corporate disability organisations with more favourable salary packages, a policy of gifted paid leave is available for all permanent fulltime and part-time staff.

The purpose of this policy is to ensure that:

- All supervisors and staff have an understanding of the procedures for gifted leave
- All staff are treated consistently
- Gifted Leave for staff does not expose the service to staff shortages.

HECIS staff are offered **two weeks per annum** for full time staff (and pro rata equivalent hours for part time staff) to be taken during the Annual Shutdown period

Gifted leave is non-accruable to be used in full during the Annual Shutdown period. Any gifted leave not expended during the Annual Shutdown period will expire.

Gifted leave will be allocated/approved to ensure the service delivery is not negatively impacted.

PROCEDURES

- **HECIS Management Committee:**
 - will approve any Gifted Leave to be payable for all Staff, to be used during the Annual Shutdown period
- **All Staff**
 - To complete a Leave Application form for approved Gifted Leave
- **HECIS CoOrdinator**
 - To approve leave application form (within approved GL) for all Staff
- **Payroll:**
 - To process approved Gifted Leave for Staff in Annual Shutdown period, ensuring GL is expended in full before any Annual Leave used

DOCUMENTATION

HECIS: Gifted Leave

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1		HECIS Co-Ordinator	
2		HECIS Co-Ordinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	
5			
6			