

DEPARTMENT OF JOBS, TOURISM, SCIENCE AND INNOVATION — STAFF — ANNUAL LEAVE

1251. Hon Tjorn Sibma to the minister representing the Minister for State Development, Jobs and Trade:

- (1) What was the total value of the Department of Jobs, Tourism, Science and Innovation's annual leave liability for all of its employees as at 30 March 2018?
- (2) As at 30 March 2018, how many of these staff had accrued annual leave balances of between:
  - (a) four – five weeks;
  - (b) five – six weeks;
  - (c) six – seven weeks;
  - (d) seven – eight weeks; and
  - (e) greater than eight weeks?
- (3) As at 30 March 2018, what was the financial value of the department's liability for accrued annual leave balances of between:
  - (a) four – five weeks;
  - (b) five – six weeks;
  - (c) six – seven weeks;
  - (d) seven – eight weeks; and
  - (e) greater than eight weeks?
- (4) For the twelve months preceding 30 March 2018, what management strategies had been implemented to reduce the incidence of excessive accrued annual leave balances, and what were the results of those efforts?

**Hon Alannah MacTiernan replied:**

The Department of Jobs, Tourism, Science and Innovation advises:

- (1) \$1,954,853 from a total of 266 employees.
- (2)

|     | Weeks | No Staff |
|-----|-------|----------|
| (a) | 4–5   | 17       |
| (b) | 5–6   | 15       |
| (c) | 6–7   | 9        |
| (d) | 7–8   | 7        |
| (e) | 8+    | 34       |

- (3)

| Hours | Weeks | Financial Value \$ |
|-------|-------|--------------------|
| (a)   | 4–5   | 175,539            |
| (b)   | 5–6   | 186,556            |
| (c)   | 6–7   | 138,349            |
| (d)   | 7–8   | 136,204            |
| (e)   | 8+    | 842,903            |

- (4) The Department has had responsibility for leave management since 1 July 2017.

Its leave management strategy was:

Regular reminders sent to employees outlining the expectation that each employee take four weeks annual leave each year.

Employees with balances greater than 300 hours were targeted and leave plans put in place to reduce balances.

Regular reporting to senior management on excess leave balances.

The Department has revised its Leave Management Policy to reflect the recent government circular.

JTSI has remained within its leave liability cap.

