

Good afternoon Remi

The department agrees that employees being able to access their leave entitlements is important for their health and well-being, fatigue, and work life balance and actively encourages employees to do so.

TransLink Division asks all its employees, to provide as much notice as possible when requesting planned leave. This is to ensure that the business can take adequate steps in its operational planning and whenever possible approve the initial application of preferred leave dates while still delivering on business outcomes.

In the case of the Senior Network Officer workforce there is a safety requirement to deploy SNOs in threes. It is important to have as much notice as possible of planned leave to ensure there is adequate coverage of SNOs for deployment formation. Therefore, the SNOs have been asked to provide a minimum of 4 weeks' notice, where possible to enable the business to meet both the health and wellbeing of employees and the safety requirements of the employees attending shift.

This does not negate an employee's right to submit a leave application at any time for planned leave. An employee is still able to submit a leave application for planned leave with less than 4 weeks' notice and it will be considered in a timely manner to the circumstances at that time.

If an employee's leave application is not approved, at any point in time, they will be advised of the specific reasons for refusal, and the anticipated date from which it is expected that leave may be taken.

I hope this clarifies the matter for you, if not, please feel free to call me to discuss further.

Kind regards

Sarah Bilby

**Principal Advisor (HR)**

TransLink Division | Department of Transport and Main Roads