# Annual Leave Notice for Excessive Leave Accrual

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# Notice to take Annual Leave for Excessive Accrual

**[INSERT DATE]**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**Re: Notice of Requirement to take Annual Leave due to Excessive Accrual**

I refer to the meeting on **[INSERT DATE]** between **[INSERT ATTENDEES]**, regarding the amount of annual leave you currently have accrued. At the time of drafting of this letter you have accrued **[AMOUNT OF LEAVE]**.

The **[INSERT INDUSTRIAL INSTRUMENT]** asserts that **[INSERT NAME OF ORGANISATION]** can request an Employee to take annual leave by giving a minimum of **[INSERT NUMBER OF WEEKS’ NOTICE]** when there has been an excessive amount of annual leave accrued. Clause **[INSERT CLAUSE NUMBER]** OF **[INSERT INDUSTRIAL INSTRUMENT]** defines excessive leave as an Employee having more than **[INSERT TOTAL NUMBER OF DAYS/WEEKS – PLEASE CHECK YOUR INDUSTRIAL INSTRUMENT TO DETERMINE HOW MUCH LEAVE YOU CAN REQUEST AN EMPLOYEE TO TAKE]** accrued at the time the request is given.

Please consider this letter as **[INSERT NUMBER OF WEEKS]** weeks’ notice for you to take a period of annual leave. The leave you are required to take as discussed on **[INSERT DATE]** will BE **[INSERT TOTAL NUMBER OF DAYS/WEEKS– PLEASE CHECK YOUR INDUSTRIAL INSTRUMENT TO DETERMINE HOW MUCH LEAVE YOU CAN REQUEST AN EMPLOYEE TO TAKE]**. You leave will commence on **[INSERT START DATE]** and cease on **[INSERT END DATE]**.

Your period of annual leave will be paid in accordance with clause **[INSERT CLAUSE NUMBER]** of the **[INSERT INDUSTRIAL INSTRUMENT]**

Please do not hesitate to contact me should you have any questions.

Yours sincerely

**[MANAGER NAME]**

**[MANAGER TITLE]**