
Dear [Staff Member Name]

As previously discussed, your annual leave balance now exceeds 30 days *[substitute 35 days for shift workers]* and you do not have an agreed leave management plan in place in Staff Services Online.

I advise that you have three (3) months from the date of this letter to reach agreement with me to take your excess annual leave. If a suitable leave plan is not in place within this time and evidence is not provided, the leave will be taken as unpaid leave.
