

Directing an employee to take annual leave

An employer can only direct an employee to take annual leave in some situations. For example, when:

- the business is closed during the Christmas and New Year period
- an employee has accumulated excess annual leave.

The rules about when and if an employer can direct an employee to take annual leave is set out in awards and registered agreements (www.fairwork.gov.au/Dictionary.aspx?TermID=2034) .

To find out more visit:

- [Direction to take annual leave during a shut down](http://www.fairwork.gov.au/Leave/Annual-leave/Directing-an-employee-to-take-an-annual-leave/direction-to-take-annual-leave-during-a-shut-down) (www.fairwork.gov.au/Leave/Annual-leave/Directing-an-employee-to-take-an-annual-leave/direction-to-take-annual-leave-during-a-shut-down)
- [Direction to take excess annual leave](http://www.fairwork.gov.au/leave/annual-leave/directing-an-employee-to-take-annual-leave/direction-to-take-excess-annual-leave) (www.fairwork.gov.au/leave/annual-leave/directing-an-employee-to-take-annual-leave/direction-to-take-excess-annual-leave)

Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Help resolving workplace issues](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) (www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

Help for small business

- Find tools, resources and information you might need on our [Small business page](http://www.fairwork.gov.au/Find-help-for/Small-business/default) (www.fairwork.gov.au/Find-help-for/Small-business/default) .

You might also be interested in

- [Pay during stand down and severe weather](http://www.fairwork.gov.au/pay/pay-during-stand-down-and-severe-weather) (www.fairwork.gov.au/pay/pay-during-stand-down-and-severe-weather)
- [Direction to take annual leave in Award and agreement free wages and conditions](http://www.fairwork.gov.au/awards-and-agreements/award-and-agreement-free-wages-and-conditions) (www.fairwork.gov.au/awards-and-agreements/award-and-agreement-free-wages-and-conditions)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94