



TOWN OF
VICTORIA PARK



MP045 LONG SERVICE LEAVE

Practice & Procedure



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MANAGEMENT PRACTICE MP045 – LONG SERVICE LEAVE

1. STATEMENT OF PURPOSE

To provide guidance in relation to the granting and payment of long service leave.

2. OBJECTIVE(S)

To ensure that the application of the long service leave entitlements for all staff are administered fairly and in accordance with the Local Government (Long Service Leave) Regulations (As at 15 June 2001).

3. SUPPORTING PROCEDURES

This management practice is supported by the attached approved procedures. These procedures may be amended by the C Suite at any time.

4. RELATED MANAGEMENT PRACTICES

HRP033 Personal Leave
HRP037 Leave without pay
HRP038 Annual Leave

5. AUTHORITY

C Suite meeting of February 2020

CEO ENDORSEMENT

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6. PERIOD OF REVIEW

3 Years – Review date March 2023

LONG SERVICE LEAVE PROCEDURES

1 PROCESS AND APPROVAL

1.1. Request and Notification of Long Service Leave

- Requests for periods of long service leave are to be submitted to the employee's relevant manager by completing the Application for Leave form (HRF002).
- The application for leave form is to be submitted to the employee's manager a minimum of two (2) months prior to commencing leave.
- Prior to commencing leave the employee is to notify other direct employees of their absence. This can be done by means of an email.

1.2. Approval

- Managers can approve long service leave by signing the 'Application for Leave' form and forwarding it to the Payroll Officer.
- The Payroll Officer is to approve entitlement to the requested long service leave based on payroll records.
- If the requested long service leave is not approved, the manager must notify their employee.

2 CONDITIONS

2.1 Accrual of Long Service Leave

- Long service leave accrues for all Full-time, Part-time and Casual employees on a fortnightly basis.
- An employee accrues thirteen (13) weeks of long service leave in respect of each ten (10) years' continuous service completed.
- For part-time and casual employees, long service leave accrues on a pro-rata basis. The entitlement is then based on the average number of hours worked in the twelve (12) month period immediately preceding the commencement of long service leave.

2.2 Taking Of Long Service Leave

- Long service leave is taken in line with the Local Government (Long Service Leave) Regulations.
- Long service leave should be taken within six (6) months of completing ten (10) years of service however a request may be made to the CEO to approve the deferral of LSL.
- If long service is deferred for more than two(2) years the rate of pay during the period of long service leave will be that rate what would have applied at the two(2) year mark, i.e. two (2) years after the long service leave fell due.

- Taking of long service leave may be divided over three (3) separate periods, if approved by the relevant Chief Officer.

2.3 Payment of Long Service Leave

The amount payable for long service leave can be paid over the period of leave in normal fortnightly pay cycles or the employee can request that the full amount be paid up front on commencing leave. The requested payment schedule must be put in writing by the employee to the Payroll Officer.

2.3.1 Normal pay for thirteen weeks of leave

- When taking thirteen (13) weeks long service leave at the normal rate of pay all leave will accrue at the standard rate of accrual.

2.3.2 Half time at double pay

- If agreed to by the employee and employer, long service leave can be taken for half of the specified time at double pay. During this time all leave entitlements will accrue over the period of leave at double the rate of accrual.

2.3.3 Double time at half pay

- If agreed to by the employee and employer, long service leave can be taken for double the specified time at half pay. During this time all leave entitlements will accrue over the entire period at half the rate of accrual.

2.4 Transfer of Service between Local Government Authorities

- Length of service is transferable between local government authorities.
- If you leave to go to another local government, you will not be paid out the accrued leave, it will be transferred to the new employer.
- Transfer of service is on the condition that the period between terminating and commencing employment is no longer than: (whichever is greater)
 - Two (2) weeks or
 - The period in which payment has been made by the employer in lieu of the employees leave entitlements.

2.5 Monitoring long service leave

- Payroll is to advise employee and manager if the length of service reaches ten (10) years.
- Payroll is to inform the Manager- Financial Services of long service leave liabilities on a monthly basis.
- It is the manager's responsibility to encourage the employee to take long service leave once it has accrued.

2.6 Payment of entitlement on termination of employment with Local Government

- Long service leave is paid on a pro-rata basis after seven (7) years of continued service within the Local Government Sector.
- For each completed year of service, long service leave accrues at a rate of 1.3 weeks per year, based on full-time employment, pro rata for part time employees. Once completing seven (7) years of service this accrual becomes an entitlement.
- If when terminating employment you are moving to employment at another local government authority, your entitlement will be carried forward with you.

3 HR NOTES

- Human Resources is to ensure accurate records are kept for employees' service records, including commencement date, entitlements and benefits granted.
- Prior to processing long service leave, Payroll Officer is to check employee's entitlement.
- Payroll Officer will produce long service leave liability report for Manager- Financial Services on a monthly basis.
- If employee is terminating employment and has advised they are commencing with another local government, a letter outlining the transfer of entitlements is to be sent to the new employer.
- Payroll will send a memo to the manager and employee in the ninth year of service indicating when the long service leave can be taken.

LINKS:

[HRF002 Application for Leave Form](#)

[Local Government \(Long Service Leave\) Regulations](#)

[Town of Victoria Park Enterprise Agreement 2016](#)

Payroll Procedure – Letters of Service