

Policy number	Policy 007
Policy title	Long Service Leave
Strategic outcomes supported	CL1 – Effectively managing resources and performance. CL3 – Accountability and good governance.

Policy objective:

To manage the long service leave of Town employees

Policy scope:

This policy applies to all employees.

Policy definitions:

Nil

Policy statement:

1. An employee shall commence the taking of long service leave within six months after it becomes due.
2. Where in the opinion of the CEO it is advantageous or not to the detriment of the Town, an employee due to take long service leave may be granted approval to:
 - a. Defer the leave, or
 - b. Take the leave in two or more separate parts, or
 - c. Take the leave in half the time (6.5 weeks) at double pay, or
 - d. Take the leave in double the time (26 weeks) at half pay.
3. Provided the leave is commenced no later than two (2) years from the date it becomes due, and completed within 4 months of that commencement date, the rate of pay for the leave shall be the rate that is applicable at the time the leave is commenced. The rate of pay for long service leave – or in the part thereof – deferred beyond 2 years and 4 months shall remain fixed at the rate in existence on the second anniversary after the leave originally became due.

Related documents

Town of Victoria Park Standards for CEO Recruitment, Performance and Termination

Commented [NH1]: review

Responsible officers	Payroll Officer
Policy manager	Manager People & Culture
Approval authority	Council

Next evaluation date

Commented [D02]: @Graham Olson Per Policy001 Policy Management - review date needs to be at least once every 4 years. Do you want to put a date in? I would suggest 4 years.

Commented [NH3]: put in next evaluation date as per the policy

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	28/09/1999	Council	-	Item 4.1
2	Amended	14/08/2007	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed	17/03/2020	Council	-	Item 15.3
3	Reviewed & amended	21/04/2020	Council	-	Item15.7
4	Reviewed & amended	12/04/2022	Council	-	Item 15.5

