

Long Service Leave Schedule



1 Purpose

To outline the long service leave entitlements available to Employees.

2 Scope

This schedule must be read in conjunction with the Leave of Absence Procedure and is subordinate to it.

This schedule applies to Employees with 10 years continuous service.

3 Schedule

Eligible Employees will be provided with a clear understanding of long service leave entitlements.

3.1 Long service leave

Entitlement	Conditions	Minimum Notice	Application Process
<p>13 weeks on full pay after 10 years continuous service and 1.3 weeks per year thereafter.</p> <p>A full-time Employee may, subject to the operational requirements of the University, apply to take extended long service leave on half pay (instead of a shorter period on full pay).</p> <p>For the purposes of long service leave, entitlements will cease to accrue during any break between contracts.</p>	<p><i>Entitlement</i></p> <p>A full-time Employee will be entitled to long service leave after completing 10 years of continuous paid service. Long service leave will accrue at the rate of 6.5 days for each year of continuous service and on a pro rata basis for an incomplete year. For convenience, long service leave is calculated on an hourly basis.</p> <p>Casual and fractional Employees are entitled to long service leave on a proportional basis.</p> <p><i>Continuity of Service</i></p> <p>Continuous service means continuous employment with the University and includes periods of leave without pay and any break in employment of less than four months.</p> <p>During a period of employment, continuity of service is not broken through absence from work (including illness or injury) on paid or unpaid leave approved by the University.</p> <p>When an Employee is absent on approved unpaid leave,</p>	<p>Six months notice in writing. Notice of leave may be waived where there is mutual agreement between the Employee and the Delegate.</p> <p>Where less than six months notice is provided, leave will be approved or deferred at the discretion of the Delegate.</p>	<p>Online utilising HR Self Service.</p> <p>Paper based utilising Absence Request Form for Long Service Leave taken on half pay</p>

the first month is counted as service for the purpose of calculating the Employee's long service leave entitlement. That is, the 10 year qualification period is extended by the length of unpaid leave in excess of one month.

Recognition of Prior Service

Refer to Recognition of Prior Service Procedure for details.

Minimum Period of Leave

An Employee may, on written request, take the leave wholly or in part, with a minimum of two weeks being taken. However, one week may be taken in exceptional circumstances.

Application for Leave

Any Employee who wishes to be granted long service leave must lodge a completed leave application with the University at least six months prior to the date the leave is to begin. The application must state the amount of leave required and the dates from which the leave is to commence and end.

An Employee will be granted long service leave at the time of their choosing provided they have given six months notice, in writing. However, where there is mutual agreement between the Employee and the Delegate, notice of leave may be waived.

Deferment of Leave

The University may defer any period of approved long service leave in special circumstances or emergencies, in which case the University must:

- give details for the circumstances to the Employee, and
- reimburse the Employee for any expenses reasonably incurred as a result of the deferral.

The period of deferral will not exceed three months unless mutually agreed between the University and the Employee.

Illness while on Long Service Leave

An Employee who becomes ill during a period of long service leave may claim personal leave instead of long service leave for the period of the illness that is more than three days. A medical certificate must be submitted covering the nature and period of illness. Long service leave may then be extended by the same period.

Maximum Accrual

Where an Employee has accumulated a long service leave entitlement in excess of 18 weeks, the University may give the Employee written notice to reduce the balance to under 18 weeks either by taking a period of leave, at a time convenient to the needs of the University within the following 12 month period, electing to take a money equivalent of a minimum of two weeks entitlements, or taking a combination of both leave and money equivalent, provided that:

- The Vice-Chancellor (or Delegate) will give the Employee at least six months written notice of the date on which the leave must commence.
- The Employee will not be required to take long service leave within 24 months of the intended date of retirement of the Employee.

Where an Employee has accumulated a long service leave entitlement between 10 and 18 weeks, the Employee may, with the approval of the Chief People Officer, elect to reduce the balance by taking a money equivalent of a minimum of two weeks entitlement for the leave accrued in excess of 10 weeks, or take a combination of both leave and money equivalent. This arrangement will be subject to mutual signed agreement.

An Employee with a maximum entitlement, who elects to take the money equivalent of long service leave as per the above, will receive superannuation contributions on the amount paid.

Independent financial and taxation advice is advised prior to making a request for long service leave cash-in payment.

In any case where an Employee has taken leave pursuant to this subclause, the Delegate will not require any Employee to take a further period of long service leave for a period of two years after the end of that period of leave.

Termination of Employment

An Employee who is eligible for long service leave will be entitled to payment in lieu of long service leave on resignation, retirement or in the event of death, to the Employee's estate. The University treats any payments in lieu of notice as ordinary time earnings. However, pursuant of Superannuation Guarantee Ruling SGR 2009/2 unused long service leave is not considered 'ordinary time earnings' for the purpose of superannuation and therefore will not attract an employer contribution.

4 Delegated Responsibilities

Approver	Level of Delegation
Supervisor	Approval of long service leave.

5 References

Nil.

6 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Salaries, Classifications and Entitlements Policy
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	
Related Procedures	Leave of Absence Procedure
Related forms, publications and websites	Leave of Absence Form
Definitions	Terms defined in the Definitions Dictionary

[Delegate \(noun\)](#)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[USQ Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2018-2021.

Definitions that relate to this schedule only

Supervisor

Any person responsible for leading the activities of others. In the context of this schedule, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

Keywords

Long service leave, leave

Record No

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