

LONG SERVICE LEAVE

POLICY STATEMENT

This policy is to inform all employees of their rights and responsibilities when taking long service leave and to establish consistent standards across all departments of Council.

INTRODUCTION

The purpose of this policy is to set a consistent standard for the taking of long service leave across the organisation. This policy applies to all employees except casuals.

DEFINITIONS

GM	General Manager
Council	Wentworth Shire Council
Award	Local Government (State) Award 2004

POLICY SCOPE

1. Entitlements

An employee of Council shall be entitled to long service leave at the ordinary rate of pay as follows:

Length of Service	Entitlement
After 5 years' service	6.5 weeks
After 10 years' service	13 weeks
After 15 years' service	19.5 weeks
After 20 years' service	30.5 weeks
For every completed period of 5 years' service thereafter	11 weeks

2. Maximum Accrual

Long service leave accrued since 23 June 1988 must be taken within 5 years of it falling due.

3. Minimum Period of Long Service Leave

The recommended minimum period of long service leave an employee may take at any one time is one week, however this can be less with the approval of the

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Application:	All Staff				
Attachments:	Nil				

supervisor and Director. Long service leave in excess of one week must involve whole days, not fractions of a day.

4. **Applications for Leave**

All applications for long service leave must be approved before leave commences by the Director and GM. Applicants should give sufficient notice, as set out below. If they do not, approval may be withheld.

Period of long service leave	Requested notice period
1 - 8 weeks leave	4 weeks
More than 8 weeks leave	8 weeks

An employee may request to have leave paid in advance as long as the actual long service leave period is 10 or more working days. A leave application form indicating leave is to be paid in advance is required by payroll three weeks before the leave is due to commence.

5. **Monitoring Leave**

To enable long service leave accruals to be monitored, a report outlining all employees' leave accruals will be sent to each Director on a quarterly basis.

ASSOCIATED LEGISLATIONS

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

This policy can be varied by the General Manager if exceptional circumstances prevail.

- Local Government (State) Award 2004

ASSOCIATED COUNCIL DOCUMENTS

- Leave Form
- Leave WPP

POLICY REVIEW

- This policy may be reviewed at any time and must be reviewed at least annually.

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AUTHORISATION:

.....
Position: General Manager
Date: /...../.....

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