



Blackall-Tambo

Regional Council

Long Service Leave Policy

Version Number: Two	Effective Date: 15/1/2020
Procedure Compiled by: Chief Executive Officer	Review Date:
Procedure Approved by: Chief Executive Officer	

1. Purpose

The purpose of the policy is to outline employees' obligation to take Long Service Leave and to detail the accrual of Long Service Leave.

2. Scope

Includes all permanent, part-time, and casual employees of the Blackall-Tambo Regional Council.

3. Policy Content

Entitlement

- 3.1.** Entitlement to Long Service Leave is regulated by the Queensland Industrial Relations Act 2016 and the various awards and certified agreements to which Council is respondent.
- 3.2.** All employees shall be entitled to thirteen (13) weeks paid leave after ten (10) years of continuous service.
- 3.3.** Long Service Leave is accrued at 1.3 weeks per year.
- 3.4.** Employees who terminate their employment after seven (7) years continuous service are entitled to a pro-rata long service leave payment.
- 3.5.** If the employee's service is terminated before the employee has completed 10 years continuous service, the employee is entitled to a proportionate payment unless the termination is due to the employees conduct, capacity or performance.

Long Service Leave was originally introduced by legislation for the purpose of allowing long serving employees a paid absence from work to rest and recuperate prior to beginning further service. Therefore, Long Service Leave entitlements are meant to be taken and not banked.

4. Taking Long Service Leave

- 4.1.** All Employees are required to take 50% of their accrued Long Service Leave entitlements within one (1) year of such entitlements falling due, and the balance within the next year.

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- 4.2. Employees with an accumulation of more than 15 weeks Long Service Leave are required to take 50% of their entitlement within one (1) year of the entitlement falling due, and the balance within the next year until all leave is exhausted.
- 4.3. Employees with an accumulation more than 25 weeks Long Service Leave are required to reduce their Long Service Leave entitlement to 13 weeks within two (2) years, and the balance to be taken within the next two (2) years.
- 4.4. All employees affected by these provisions will be notified in writing of their long service leave entitlements falling due and their Manager is to liaise with the employee to arrange when the Long Service Leave will be taken.
- 4.5. If the excess Long Service Leave has not been exhausted within four (4) years and agreement cannot be reached for the leave to be taken at a mutually convenient time for the employee and the Blackall-Tambo Regional Council, the employee may be directed to take such leave with four (4) weeks' notice given in writing.
- 4.6. The Chief Executive Officer may approve the accumulation of Long Service Leave in excess of Council policy in extenuating circumstances. Such circumstances may include, but not be restricted to, approaching retirement, work commitments and terms of employment or respective officers. However, accrued entitlements must be taken prior to the next Long Service Leave entitlements becoming due.
- 4.7. Employees may take Long Service Leave in more than one portion, provided that no less than two (2) weeks may be taken at any one time.

5. Application for Leave

All applications for Long Service Leave must be approved before leave commences by the departmental Supervisor or Manager. Applicants should give enough notice, as set out below. If the applicant does not provide adequate notice, approval may be withheld:

Period of Long Service Leave	Requested Notice Period
2 – 8 weeks leave	4 weeks' notice
More than 8 weeks leave	8 weeks' notice

A leave application for indicating leave is to be paid in advance is required by payroll two (2) weeks before the leave is due to commence.

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6. Continuous Service

Continuous service is the aggregate of all continuous service with Local Governments in Queensland, except Brisbane City Council.

7. Absence Counted as Service

Absence from work for the following reasons is counted as service for the calculation of Long Service Leave and the absence does not constitute a break in continuous service:

- Annual Leave;
- Long Service Leave;
- Approved Leave of absence of less than one month's duration;
- Public Holidays;
- Sick Leave;
- Workers' Compensation;
- Paid Maternity Leave;
- Paid Paternity Leave.

8. Absences Not Counted as Service

Whilst absences from work for the following reasons do not constitute a break in service, the period of absence is not counted as service for calculation of Long Service Leave:

- Unpaid Maternity Leave;
- Unpaid Paternity Leave.

9. Previous Employment

Employees who join Council with a substantial accrual from previous employment with another Local Government entity shall be required to indicate their intentions as to how the leave will be cleared, prior to Council making the appointment.

10. Annual Leave

Annual Leave may be taken in conjunction with Long Service Leave.

- Statutory holidays, which occur during an employee's Long Service Leave are addition to that Long Service Leave.

Changes Since Last Revision

New Policy as of 15.01.2020 to reflect current procedures.

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