

<b>Policy Reference Number:</b>	1.33
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	14 August 2012 (Res 32/2013)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	14 August 2012 (Res 32/2013) 9 December 2014 (Res 235/2015) 18 December 2018 (Res 247/2019)
<b>Next Review Date:</b>	December 2019
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

**1. POLICY STATEMENT**

The purpose of this policy is to clearly outline the way in which employees' Long Service leave entitlements are managed in order to both ensure that employees take their Long Service leave regularly and that Council's Long Service leave liability is minimised.

**2. POLICY (Description)**

**2.1 Accruing Long Service Leave**

- An Employee is entitled to 9.1 weeks Long Service Leave after 7 years of service and will receive an additional 1.3 weeks for every year of service thereafter.
- Any paid leave (excluding Income Protection) counts as service for accruing Long Service Leave.
- Under the Award, leave without pay does not count as service for accruing long service leave.

**2.2 Maximum Accrual**

Long service leave is to be taken at a time mutually convenient to the employer

Long Service Leave is not to accrue beyond 97.5 Days at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.

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

Where it is proposed that an employee's long service leave accrual will exceed the 97.5 day limit (741 Hours FTE), a written application for deferral will be submitted to the CEO for approval. This application must

be submitted at least 2 months before the 97.5 day (741 Hours FTE) maximum accrual is reached.

If such approval is not granted, the employee will be required to commence taking or cashing out their excess long service leave accrual within 4 weeks of this decision.

### **2.3 Directing Employees To Take Long Service Leave**

Council may direct an employee to take a specified amount of long service leave at a prescribed time when:

- work arrangements dictate;
- there is an annual close-down;
- the employee has accrued more than 97.5 days (741 hours FTE) Long Service Leave.

Council must give the employee a minimum of 4 weeks notice.

### **2.4 Transitory Arrangements**

Council recognises that, at the time of the implementation of this policy, some employees have leave accruals in excess of 97.5 days (including both entitled and pro-rata leave).

Accordingly, for only those employees who have such excessive leave accruals, the CEO in consultation with the relevant supervisor and employee, will work out a plan that outlines how the employee's leave accrual will be reduced below the 97.5 day maximum.

### **2.5 Applications for Leave**

The Council recognises the importance to employees of the timing of taking Long Service Leave. In order to maximise this, a Leave form should be completed at least 1 week before the date of starting leave and be forwarded to the appropriate supervisor for approval. Staff will be informed of the outcome of their application as soon as possible.

#### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

#### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).