



Context and Purpose

This Procedure applies to staff employed in accordance with the University of South Australia Enterprise Agreement 2023 (the Agreement), and guides the access to and processing of long service leave entitlements. The Procedure is to be read in conjunction with clause 40 of the Agreement.

Responsibility

Line Manager

The line manager is responsible for facilitating the leave management process in accordance with this Procedure and relevant Vice Chancellor Authorisations.

Staff

Staff are expected to manage their long service leave in accordance with this Procedure.

People, Talent and Culture

People, Talent, Culture (PTC) are responsible for continuous improvement of this Procedure.

Procedure

A. Long Service Leave Entitlement

Full-time Staff

1. A staff member who has ten (10) years or more full-time service is entitled to:
 - 1.1. Sixty-five (65) working days leave in respect of the first ten (10) years of service calculated as 6.5 working days per completed year of service; and
 - 1.2. 6.5 working days leave in respect of each subsequent year of service.
2. Members of the professional staff and ex-SACAE staff will be entitled to 10.7 working days of long service in respect of the sixteenth and each subsequent year of service.

Part-time Staff

3. Staff who have undertaken periods of part-time service will accrue long service leave credits on a pro-rata basis in respect of that service and this will be calculated and expressed as full-time equivalent working days.

Casual Staff

4. Casual staff can refer to the [Long Service Leave for Casuals Guidelines](#) for more information.

B. Taking Leave

5. A staff member who has qualified for long service leave is entitled to take that leave at a time of their choosing, provided they have given their line manager at least 6 months notice in writing. The 6 month notice period can be reduced by agreement between the line manager and the staff member who has qualified for the long service leave entitlement.
6. After discussing leave plans with the line manager, the staff member completes a [Leave of Absence Request form \(HRIS 008\)](#) and provides it to their line manager for formal approval.
7. Long service leave is recorded and taken (or paid) in working days. Payment of leave will be at the staff member's ordinary rate of pay as at the commencement date of the period of leave

8. The Vice Chancellor, Executive Director: People, Talent and Culture, and other authorised personnel consistent with the [Vice Chancellors Authorisations Framework](#), may permit a staff member who has not less than seven (7) years effective service to take pro-rata long service leave in respect of that effective service.

C. Payment in Lieu (Cashing in)

Application

9. A staff member with ten (10) years or more continuous service may apply to receive a payment in lieu of their long service leave entitlement (i.e. cashing in). The payment (i.e. cashing in payment) will be calculated at the staff member's ordinary rate of pay applicable immediately before the payment is made.
10. It is recommended staff seek financial and/or tax advice prior to requesting a long service leave cash in payment.
11. Complete the online [Cashing in Long Service Leave Application form](#). This will automatically be sent to Payroll Services for processing. As the cashing in payment is equal to the payment staff would receive if they had taken the leave, staff must nominate the number of equivalent working days of long service leave they seek payment for. When the University makes a cashing in payment, the staff member's long service leave balance will decrease by the number of working days requested to be cashed in.

Payment

12. Payment will be made to the staff member's nominated bank account in the first available pay following receipt of the request, noting [Payroll cut off dates](#) apply to processing requests.
13. Payments are treated as gross salary on Income Statements (formerly Payment Summaries), taxed at the staff member's marginal tax rate.
14. Receiving a cashing in payment for long service leave will increase the staff member's total taxable income for the financial year in which it is paid. This may have an effect on any taxation benefits that the staff member receives.

Superannuation

15. Long service leave that has been 'cashed in' attracts superannuation contributions. Staff are encouraged to seek advice from the [Consultant: Superannuation](#) to discuss how superannuation contributions may be affected.

D. Employment During Long Service Leave

16. While on long service leave, staff must not engage in any work for the University in a different role.
17. Outside work for an employer external to the University may be undertaken if:
 - 17.1 The work is unrelated to University business; and
 - 17.2 It does not create a conflict of interest; or
 - 17.3 The staff member is undertaking an arrangement approved in accordance with the University's [Outside Work Policy \(HR-21\)](#); or
 - 17.4 It is undertaken outside of the hours that the staff member would have worked at the University, had they not been on leave.

For example:

Bob is a part-time lecturer at the University working on Monday and Tuesday every week. He also works on Thursday and Friday every week at an external employer. While on long service leave from the University, Bob cannot undertake work on Mondays and Tuesdays, as he is currently being paid to take a break at these times, but can continue his other employment with the external employer.

18. Staff must seek approval from the Executive Director: People, Talent and Culture to undertake outside work whilst on long service leave, except in the circumstances outlined in the above clauses 17.3 and 17.4.

Related Documentation

> [Long Service Leave for Casuals Guidelines](#)

Officer Responsible for Update and Review: Executive Director: People, Talent, and Culture

Approved by: Vice Chancellor

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- > Updated: July 2019
- > Updated: January 2020
- > Updated: October 2023
- > Updated: January 2025