

Long Service Leave Procedure

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APPLICATION

This procedure applies to staff employed in accordance with:

1. The University of South Australia Enterprise Agreement 2019 (the Enterprise Agreement).
2. An Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This document is a guide to accessing and processing long service leave entitlements and pay and is to be read in conjunction with clause 4O of the Enterprise Agreement.

PROCEDURE

1. Long Service Leave Entitlement

a) Full-time staff

A staff member who has ten (10) years or more full-time service is entitled to:

- i) 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
- ii) 6.5 working days leave in respect of each subsequent year of service.
- iii) Members of the professional staff and ex-SACAE staff will be entitled to 10.7 working days of long service leave in respect of the sixteenth and each subsequent year of effective service.

b) Part-time staff

- i) 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.

c) Casual staff

- i) Staff who have undertaken periods of casual service will also accrue long service leave credits on a pro-rata basis in respect of that service, calculated by averaging the weekly hours of work over the period of the casual service.
- ii) Such credits will also be expressed as full-time equivalent working days.

Staff who have undertaken periods of casual service can refer to the '*Long Service Leave for Casuals Guidelines*' for more information.

2. Taking Leave

- a) A staff member that has qualified for the long service leave entitlement can take leave by agreement with their supervisor. Remember to consider your workload and critical activities when planning leave dates and that any requests for long service leave must be made in writing at least 6 months prior unless a shorter period of notice is agreed by the Vice Chancellor or nominee. Long service leave is recorded and taken (or paid) in working days.
- b) The Vice Chancellor, Executive Director: People, Talent and Culture, and 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 of leave will be at the staff member's ordinary rate of pay as at the commencement date of the period of leave. After discussing leave plans with the line manager, the staff member completes a Leave of Absence Request form (HRIS OO8) and provides to their supervisor for approval.
- d) The employee's long service leave entitlement balance will reduce accordingly on approval.

3. Payment in Lieu (Cashing in)

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.

Application

- a) Use the online [Cashing in Long Service Leave Application form](#). This will be sent directly to Payroll Services for processing. Remember applications are for working days and the long service leave entitlement balance will decrease by the number of working days requested on the form for cash in.

b) Payment

- i) Payment will be made by Payroll Services in the first available pay following the receipt of the request – Payroll cut off dates will apply. This payment will be paid to the staff member's nominated bank account as held on the payroll system.
- ii) Payments are treated as gross salary on Income Statements (formerly Payment Summaries), taxed at the staff member's marginal tax rate. Receiving a cash 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. It is recommended staff seek financial and/or tax advice prior to requesting a long service leave cash in payment.

c) Superannuation

- i) 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.

4. Employment During Long Service Leave

- a) A staff member must not, while on long service leave, engage in any other employment in place of the employment in relation to which the right to leave accrued.
- b) Whilst taking long service leave, a staff member is not permitted to engage in other employment unless the work is;
 - i) unrelated to University business; and
 - ii) does not create a conflict of interest; or
 - iii) the staff member is undertaking an approved activities arrangement in accordance with the [University's Outside Work Policy \(HR – 32\)](#); or
 - iv) 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 another employer. He is presently taking long service leave from his work at the University. While on long service leave with 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 other employer.

- c) A staff member must seek approval from the Executive Director: People, Talent and Culture to undertake outside employment whilst on long service leave, except in the circumstances outlined in the above clauses 4 b) iii) and 4 b) iv).

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate Supervisor

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

Staff Member

All staff are expected to manage their long service leave in accordance with this procedure.

People, Talent and Culture

The People, Talent, Culture (PTC) Unit are responsible for continuous improvement of these procedures.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated People, Talent and Culture officer for their area
- The People, Talent and Culture Unit
- The People, Talent Culture website

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