



Long Service Leave Policy

Policy number	14	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

PURPOSE

The purpose of this policy is to outline the availability of long service leave to employees of Gallipoli Barracks Community Centre and set out the processes for applying for and taking long service leave.

SCOPE

This policy applies to all employees of Gallipoli Barracks Community Centre.

This policy reflects, but does not override, long service leave entitlements that employees of Gallipoli Barracks Community Centre may have under any industrial instrument, contract, or legislation, as amended from time to time.

POLICY

Full-time employees will accrue long service leave entitlements in accordance with a contractual entitlement, or an applicable industrial instrument or legislation.

Part-time employees will accrue long service leave entitlements in accordance with a contractual entitlement, or an applicable industrial instrument or legislation, on a pro rata basis, according to the number of hours worked.

Casual employees may accrue entitlements to long service leave if they meet the necessary requirements under an applicable industrial instrument or legislation, or if their contract provides for these entitlements.

If an employee with an accrued entitlement to long service leave wishes to take some or all of that leave during their employment with Gallipoli Barracks Community Centre, they may apply to do so in accordance with this policy. Gallipoli Barracks Community Centre will pay

an employee in respect of their accrued and untaken long service leave entitlement on termination of their employment.

AUTHORISATION

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Committee Secretary

Date:

01/06/2023





Long Service Leave Procedure

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RESPONSIBILITIES

The **Committee** is responsible for:

- establishing and recording leave entitlements for each employee;
- ensuring that long service leave procedures are observed across the organisation; and
- ensuring all applications for long service leave are processed correctly.
- adhering to the provisions of the relevant contract, industrial instrument or legislation in relation to long service leave; and

Employees are responsible for:

- discussing the taking of long service leave with the Committee; and
- initiating applications for long service leave by completing the appropriate documentation and submitting them to the Committee.

PROCESSES

Employees must

- provide a reasonable amount of notice to the Committee before the intended commencement of long service leave; and
- take their leave at a time convenient to the organisation, taking account of its operational requirements and reasonable business needs.

Upon approving an application for long service leave, the employee's president must forward the application to the Committee for processing.

If the employee decides to cancel their application to take leave prior to the commencement of the leave, they must notify the Committee immediately in writing.

Subject to any other entitlement under an industrial instrument, legislation or contract, employees will receive their current ordinary rate of pay while on long service leave.

RELATED DOCUMENTS

- Application For leave

LEGISLATION & AWARDS

- Social, Community, Home care and Disability Services Industry Award Page Guide:
Attached Below

AUTHORISATION



Committee President

Date: 1/6/2023