

### Overview

All University staff members are eligible for long service leave subject to the conditions outlined in this policy.

Long service leave is additional leave with pay granted to staff members after an extended period of continuous service with the one employer. Its purpose is to recognise the staff member's service and to enable the staff member to have a lengthy period of relaxation during his/her working life. Staff will normally be expected to take their long service leave as a substantial block of time

### Policy

#### Entitlement

- 13.04.01** A staff member holding a full time appointment is entitled to 65 paid working days long service leave at the completion of ten years' service at the University (whether continuous or broken periods).
- 13.04.02** Where staff members have had previous periods of employment with UNE, this service will be deemed to be continuous, except in the case of casual employment where there is more than two (2) months break between engagements. In these cases any break in employment will not count as service for accrual or payment purposes.
- 13.04.03** Service up to fifteen years will accrue long service leave at the rate of 6.5 paid working days per annum.
- 13.04.04** After fifteen years of service, long service leave will accrue at the rate of 10.8705 paid working days for each additional year of service.
- 13.04.05** A fractional, part-time or casual staff member is entitled to long service leave on a pro rata basis.
- 13.04.06** Casual service will be deemed to be continuous notwithstanding that the service has been broken by reason only of an interruption or determination thereof:
- (a) caused by the absence of the staff member under the terms of the staff member's employment,
  - (b) caused by the absence of the staff member on account of illness or injury,
  - (c) made by the University with the intention of avoiding any obligation imposed on the University by this Agreement,
  - (d) arising directly or indirectly from an industrial dispute,
  - (e) made by the University by reason of slackness of trade,
  - (f) arising from the absence of the staff member for any cause by leave of the University, or

- (g) caused by the University for any reason other than those referred to in subparagraphs (c)–(e) where the staff member returns to the service of, or is re-employed by, the University within 2 months of the date on which the service was interrupted or determined,

but the period during which the service is so interrupted or determined will not in the circumstances referred to in subparagraphs (c)–(g), by reason only of this paragraph, be taken into account in calculating the period of service

- 13.04.07** Public holidays occurring during a long service leave period will be regarded as part of the long service leave.

### **Taking of Long Service Leave**

- 13.04.08** A staff member who has qualified for long service leave may be entitled to take long service leave at a time of his or her choosing, provided that the staff member requests such leave in writing at least six (6) months in advance, or in the absence of such notice, the Head of Cost Centre consents.

- 13.04.09** Long Service Leave may not be taken in advance of the entitlement accruing.

- 13.04.10** Where a staff member has accumulated a long service leave entitlement in excess of 4.5 months, the Head of Cost Centre may give the staff member written notice to take up to three (3) months of such leave, at a time convenient to the needs of the University, provided that:

- (a) the staff member is given written notice of at least twelve (12) months of the date on which leave must commence;
- (b) the staff member will not be required to take long service leave within twenty four (24) months of the intended date of their retirement;
- (c) the minimum period of leave the University can require a staff member to take will be six (6) weeks;
- (d) in any case where a staff member has taken leave pursuant to this subclause the Head of Cost Centre will not require the staff member to take a further period of long service leave for a period of two (2) years after the end of that period of leave.

- 13.04.11** The minimum period of Long Service Leave which may be approved is one calendar day.

- 13.04.12** Where approval is given by the Head of Cost Centre, a staff member may be allowed to take Long Service Leave on half pay. Leave on half pay may affect superannuation or death/disablement benefits.

### Interaction with Other Forms of Leave

- 13.04.13** Where Long Service Leave is taken in conjunction with other approved leave (e.g. Maternity Leave, Family and Community Leave, Leave Without Pay), all such leaves must be booked as successive blocks, in accordance with any special provisions of the other policy.
- 13.04.14** Where a staff member is granted and takes long service leave on half pay, annual leave entitlement will accrue at half the normal rate during the period of leave.
- 13.04.15** Where a staff member is granted and takes leave without pay, no Long Service leave entitlement will accrue during the period of leave without pay.
- 13.04.16** While any period of leave without pay will not be deemed to break continuity of service for the purpose of recognition of long service leave, it will not count towards service for the purposes of accrual of long service leave entitlements.
- 13.04.17** Where a staff member is granted leave for service in any of the Australian Defence Forces, and other forms of leave have not been utilised, such service will count towards the accrual of long service leave entitlements as set out in **13.09 Defence Force Reserves Leave**. However, any extended period of service will need to have a determination made at the time of approval, dependent on the circumstances of the service.

### Recognition of Prior University Service

- 13.04.18** Prior continuous service with other Australian universities will be counted as service for the purposes of calculating long service leave entitlements provided that:
- (a) only service from 1 January 1969 will be taken into account for eligibility purposes;
  - (b) except as provided in clause **13.04.20** such prior service will not accrue a long service leave entitlement but will be included as qualifying service for determining when the staff member is eligible to take long service leave and at what rate the long service leave will accrue;
  - (c) there is not more than two months between the cessation of employment with a releasing university and the commencement of employment with the University of New England. In this case service will be deemed to have been continuous but any break in employment will not count as service for accrual or service purposes;
  - (d) unless agreed otherwise with the Executive Dean/relevant Pro Vice Chancellor, the staff member will be required to serve at least five years with UNE before being permitted to

take accrued long service leave or be paid in lieu, if applicable, on termination of employment; and

- (e) the only prior continuous service in other Australian universities recognised by the University will be that which has been recognised by the releasing institution. Prior service with organisations other than Australian universities will not be recognised even if it has been recognised by the releasing institution.

**13.04.19** Subject to the above clauses, prior service in the former Armidale College of Advance Education will be taken into account when calculating a staff member's service eligibility for long service leave provided that there has not been a break in continuous employment of more than two (2) months;

**13.04.20** Upon termination of employment of a staff member, the University will either:

- (a) pay out any long service leave entitlements owing at termination; or

- (b) if the staff member so wishes, pay the equivalent of any accrued long service leave directly to the receiving university, provided that the receiving university agrees and will recognise the accrued long service leave.

**13.04.21** Where a person is employed, whose previous Australian university employer will transfer to UNE the monetary equivalent of their accrued long service leave, UNE will recognise the previous service and the accrued long service leave with that employer for future long service leave entitlements with UNE.

**13.04.22** Where such recognition is given, the University may require a commitment, at the time of employment, about when the accrued Leave will be taken.

### **Payment on Cessation of Employment**

**13.04.23** Long Service Leave will not normally be approved to be taken immediately prior to resignation or retirement. The staff member's last working day is their termination date.

**13.04.24** Where a staff member ceases employment at the University and has accrued a long service leave entitlement, the staff member will receive the monetary value of the long service leave entitlement accrued at the date of cessation.

**13.04.25** Where a staff member with not less than five (5) completed years of service dies, resigns as a result of pressing domestic or personal necessity, or whose employment is terminated by the employer for reasons other than unsatisfactory performance or serious misconduct, the University will pay to the staff member or the staff member's personal representative a proportionate amount on the basis of sixty five (65) days for ten (10) years service.

- 13.04.26** For the purposes of clause, “pressing domestic necessity” will be regarded as a situation where the requirement to leave the employ of the University is necessitated by an action beyond the control of the staff member, but does not include decisions to relocate for employment purposes (by the family unit), or any other action that could be regarded as within the control of the staff member.
- 13.04.27** In the case of a deceased staff member, payment in lieu of accrued Long Service Leave will be made to the staff member’s estate.

## Procedures

- 13.04.28** Applications must be made  
on the Multipurpose Leave Form (13.01a), submitted to the supervisor for approval and forwarded to Human Resource Services for recording; or  
applied for on-line through the HR WebKiosk (where available).
- 13.04.29** Long service leave must be authorised by the appropriate Head of Cost Centre and the approved form forwarded to Human Resource Services prior to the commencement of any such leave.
- 13.04.30** Consideration of a leave request should take account of the operational requirements of the work area and the amount of leave available to the staff member.
- 13.04.31** Where leave is not approved, the Head of Cost Centre must advise the staff member as soon as possible.

## Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

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