

<b>5.24</b>	<b>LONG SERVICE LEAVE</b>
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<b>Applies to:</b> All Staff
<b>Specific responsibility:</b> HECIS Co-Ordinator

<b>Version:</b> 2
<b>Date approved:</b> 18/03/25
<b>Next review date:</b> Jan 2026

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	National Employment Standards, Fair Work Act 2009
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Educational Services (Teachers) Award</li> <li>• Children’s Services Award</li> <li>• Clerks – Private Sector Award 2010</li> <li>• Social, Community, Home Care &amp; Disability Services Industry Award (SCHCADS)</li> <li>• Health Professionals and Support Services Award 2010</li> </ul>
Contractual obligations	

**POLICY STATEMENT**

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

This policy applies to all employees of HECIS.

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

**Full time employees** will accrue long service leave entitlements in accordance with a contractual agreement, 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 HECIS, they may apply to do so in accordance with this policy. HECIS will pay an employee in respect of their accrued and untaken long service leave entitlement on termination of their employment.

A minimum period of 4 weeks applies for all LSL applications (in general circumstances)

HECIS Staff may formally apply to the HECIS CoOrdinator for approval of a period less than 4 weeks LSL, but at least a minimum of 2 weeks LSL. The HECIS CoOrdinator will assess the operational needs of the Service to ensure the operational needs of HECIS will not be disadvantaged.

HECIS Staff may formally apply to the HECIS Management Committee for approval of a period less than 2 weeks LSL (when all other leave has been exhausted), stating extenuating circumstances. The HECIS Management committee will assess the operational needs of the Service to ensure the operational needs of HECIS will not be disadvantaged.

## HECIS: Long Service Leave

The **HECIS Co-Ordinator** or **Office Manager** is delegated to be the supervisor of staff for this policy, with the exception of the HECIS Co-ordinator whose supervisor will be the HECIS President.

### PROCEDURES

The **Office Manager** is responsible for:

- establishing and recording leave entitlements for each employee
- ensuring that long service leave procedures are observed, and
- ensuring all applications for long service leave are processed correctly.

The **HECIS Co-Ordinator** is responsible for:

- adhering to the provisions of the relevant contract, industrial instrument or legislation in relation to long service leave.

**Employees** are responsible for:

- discussing the taking of long service leave with their supervisor
- initiating applications for long service leave by completing the appropriate documentation and submitting to their supervisor for approval.

### PROCESSES

Employees must

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

If the employee decides to cancel their application to take leave prior to the commencement of the leave, they must notify their supervisor 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.

### DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1		HECIS Co-Ordinator	
2		HECIS Co-Ordinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	

Approved 18/03/25