



## ROMSEY PRIMARY SCHOOL LONG SERVICE LEAVE POLICY

### **Rationale:**

An employee is entitled to 495.6967 hours (three months) of long service leave after ten years of full time eligible service, and 247.84835 hours (one and a half calendar months) of long service leave for each five years of full time eligible service thereafter. An employee may, however, access his or her long service leave entitlement on a pro-rata basis after seven years of eligible service. Part time employees accrue long service leave on a pro-rata basis. Whilst long service leave is an entitlement, the timing of the leave is discretionary. Employees may view their current long service leave entitlement, or forecast future entitlements, on eduPay using Employee Self Service.

### **Goals:**

- To comply with legislative requirements
- To be fair and equitable to staff
- To ensure the best interests of all students are met

### **Guidelines:**

- An application for long service leave needs to be lodged with sufficient notice, no later than two terms before the intended commencement of leave, unless special circumstances arise and if so approval will be at the principal's discretion.
- In considering applications for long service leave, the principal will have regard to the operational requirements of the school, taking into account the availability of replacement staff and the number of staff who wish to take leave at the same time.
- Where long service leave is not granted, arrangements should be made with the employee to enable leave to be taken at an alternative date in the future.
- An employee may access some or all of their long service leave entitlement during a period of unpaid parental absence.
- An employee granted long service leave with full pay will be paid his/her normal rate of pay during the period of long service leave.
- An employee may elect to take all or part of the long service leave at half pay.
- An employee may apply for payment in advance for long service leave.
- Employees have the option to commute a portion of long service credit to salary in conjunction with a long service leave absence of six weeks or longer.

- Commutation of long service leave is also available in special circumstances (such as financial hardship) without the requirement to be absent for a period of long service leave. Applications for commutation in special circumstances should be forwarded to the Executive Director Human Resources for consideration.
- With the exception of education support class employees, where a school vacation period occurs during a period of long service leave, the school vacation will form part of the long service leave. Generally, where long service leave is to commence at the beginning of a school term and/or to end at the conclusion of a school term, the school vacation period immediately preceding and/or immediately following the leave is not counted as part of the long service leave.
- Public holidays which occur during a period of long service leave will not form part of the leave.
- During a period of long service leave, an employee may be granted personal leave (see Personal Leave for more information including eligibility requirements). Where this occurs, the equivalent amount of long service credits will be restored to the employee. The initial period of leave will not be automatically extended, however an employee may apply for an extension of the leave.

***Attachment: Long Service Leave Form***

**Evaluation:**

This policy will be reviewed as part of the school's three-year review.

**Date Ratified by School Council: March 2014**

**Review Date: 2017**