



LONG SERVICE LEAVE POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
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PURPOSE

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

SCOPE

This policy applies to all employees of Community Veracity.

This policy reflects, but does not override, long service leave entitlements that employees of Community Veracity 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 Community Veracity, they may apply to do so in accordance with this policy. Community Veracity will pay an employee in respect of their accrued and untaken long service leave entitlement on termination of their employment.

RESPONSIBILITIES

The **Human Resources Department** 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.

Supervisors and managers are responsible for:

- adhering to the provisions of the relevant contract, industrial instrument or legislation in relation to long service leave; and
- ensuring all applications for long service leave are forwarded to the Human Resources Department for processing.

Employees are responsible for:

- discussing the taking of long service leave with their supervisor/manager; and
- initiating applications for long service leave by completing the appropriate documentation and submitting them to the appropriate supervisor/manager for forwarding to the Human Resources Department.

PROCESSES

Employees must

- provide a reasonable amount of notice to their supervisor/manager 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 manager must forward the application to Human Resources for processing.

If the employee decides to cancel their application to take leave prior to the commencement of the leave, they must notify their manager and the Human Resources Department 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.

LEGISLATION & AWARDS

- Victorian Long Service State Legislation