



Blackall-Tambo Regional Council

Long Service Leave Policy

Purpose

The purpose of this policy is to outline employees' obligation to take Long Service Leave and to detail the accrual of Long Service Leave.

Scope

Includes all permanent, part-time, and casual employees of the Blackall-Tambo Regional Council.

Entitlement

- Entitlement to Long Service Leave is regulated by the Queensland Industrial Relations Act 2016 and the various awards and certified agreements to which the Council is respondent.
- All employees shall be entitled to thirteen (13) weeks' paid leave after ten (10) years of continuous service.
- Long Service Leave is accrued at 1.3 weeks per year.
- Employees who terminate their employment after seven (7) years' continuous service are entitled to a pro-rata long service leave payment; however,
- An employee who is terminated for disciplinary reasons shall not be entitled to a payout of long service leave entitlements prior to ten (10) years of service.

Long Service Leave was originally introduced by legislation for the purpose of allowing long serving employees a paid absence from work to rest and recuperate prior to beginning further service. Therefore, Long Service Leave entitlements are meant to be taken and not banked.

Taking Long Service Leave

- All Employees are required to take 50% of their accrued Long Service Leave entitlements prior to the next such entitlements falling due, and the balance within the following year.

Document #: Admin 11	Adoption Date: 20.11.2024 Review Date: 20.11.2027	Version: Four	Page 1 of 3
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- If the excess Long Service Leave has not been exhausted within four (4) years and agreement cannot be reached for the leave to be taken at a mutually convenient time for the employee and the Blackall-Tambo Regional Council, the employee may be directed to take such leave with four (4) weeks’ notice given in writing.
- The Chief Executive Officer may approve the accumulation of Long Service Leave in excess of Council policy in extenuating circumstances. Such circumstances may include, but not be restricted to, approaching retirement, work commitments and terms of employment or respective officers. However, accrued entitlements must be taken prior to the next Long Service Leave entitlements becoming due.
- Employees may take Long Service Leave in more than one portion, provided that no less than One (1) week may be taken at any one time.

Application for Leave

All applications for Long Service Leave must be approved before leave commences by the departmental Manager or Director. Applicants should provide notice, as set out below. Failing to provide adequate notice, may lead to approval being withheld:

Period of Long Service Leave	Requested Notice Period
1 – 8 weeks leave	1-4 weeks’ notice
More than 8 weeks leave	8 weeks’ notice

An employee may request to have leave paid for in advance. A leave application form indicating leave is to be paid in advance is required by payroll two (2) weeks in advance of the leave falling due.

Continuous Service

Continuous service is the aggregate of all continuous service with Local Governments in Queensland, except Brisbane City Council.

Absence Counted as Service

Absence from work for the following reasons is counted as service for the calculation of Long Service Leave and the absence does not constitute a break in continuous service:

- Annual Leave;
- Long Service Leave;
- Approved Leave of absence of less than one month’s duration;
- Public Holidays;
- Sick Leave;
- Workers’ Compensation;
- Paid Maternity Leave;
- Paid Paternity Leave.



Absences Not Counted as Service

Whilst absences from work for the following reasons do not constitute a break in service, the period of absence is not counted as service for calculation of Long Service Leave:

- Unpaid Maternity Leave;
- Unpaid Paternity Leave.

Previous Employment

Employees who join Council with a substantial accrual from previous employment with another Local Government entity shall be required to indicate their intentions as to how the leave will be cleared, prior to Council making the appointment.

Annual Leave

Annual Leave may be taken in conjunction with Long Service Leave.

- Statutory holidays, which occur during an employee’s Long Service Leave are in addition to that Long Service Leave.

Changes Since Last Revision

New Policy as of 10.11.2024 to reflect current procedures.