

Long Service Leave Entitlements for Griffith College Staff Policy



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Document

Document Name	Long Service Leave Entitlements for Griffith College Staff
Brief Description	This Policy is designed to provide clarity in regard to long service leave entitlements of Griffith College staff.
Responsibility	College Director and Principal
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
01/08/2017	9	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
ICHRIS	Policy HUB
Queensland Institute of Business and Technology Enterprise Agreement for permanent staff	Policy HUB
Application for Long Service Leave for Casual Employees	PDF

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1 Purpose and Scope

1.1 Introduction

This Long Service Leave Entitlements for Griffith College Staff Policy sets out the approach of Griffith College relating to the management of long service leave entitlements for Griffith College staff.

1.2 Purpose

The purpose of this Policy is to provide clarity in regard to Long Service Leave entitlements of Griffith College staff.

1.3 Scope

This Policy has been prepared in accordance with the [Queensland Institute of Business and Technology Enterprise Agreement for Permanent Staff](#), the [Educational Services \(Post-Secondary Education\) Award 2010 for casual staff](#); and the [Queensland Industrial Relations Act 1999](#).

2 Policy Statement

2.1 Eligibility for Long Service Leave

All Griffith College staff are eligible for Long Service Leave after ten years of continuous paid service, subject to the conditions in this policy.

2.2 Continuous Service

Service is deemed to be continuous for casual teaching staff:

- provided no more than 8 weeks have elapsed between the end of one casual contract and the beginning of another. The period between contracts will not count as service;
- notwithstanding that it has been broken, if the interruption was caused by the employer with the intention of avoiding an obligation under the award, another industrial instrument or relevant legislation.

Service is deemed to be continuous for all other casual staff:

- provided no more than 13 weeks have elapsed between the end of one casual contract and the beginning of another. The period between contracts will not count as service;
- notwithstanding that it has been broken, if the interruption was caused by the employer with the intention of avoiding an obligation under the award, another industrial instrument or relevant legislation.

Service is deemed to be continuous for all other staff if it is under an unbroken employment contract.

If continuity of service is broken, the long service leave entitlement accrued prior to the break is lost.

Any parental leave (both paid and unpaid) is recognised as continuous service for the purpose of long service leave

The entitlement date is extended by any periods of unpaid leave.

Periods of Long Service Leave do not count as a break in service for continuity of service purposes.

2.3 Long Service Leave Entitlement

After ten years of continuous service:

- an ongoing full-time staff member is entitled to 13 weeks of Long Service Leave; and an additional 6.5 days upon completion of each additional year of service.
- an ongoing part-time staff member is entitled to 13 weeks of Long Service Leave, and an additional 6.5 days upon completion of each additional year of service. An ongoing part-time staff member's entitlement is calculated on a pro-rata basis, in alignment with their fractional appointment.
- a casual staff member is entitled to Long Service Leave in accordance with the calculation below.

For casual staff, the amount accrued for Long Service Leave is calculated using the formula:

$$\frac{(\text{Actual Service} \times 8.667 \text{ weeks})}{52 \text{ weeks} \times 10 \text{ years}}$$

Actual Service is defined as the total number of ordinary working hours for which a casual staff member has been paid during the period of continuous service to which the Long Service Leave entitlement relates.

Long Service Leave entitlements for staff will only appear to the employee in the online payroll system after the qualifying period of ten years of continuous service has been reached.

Leave entitlements continue to accrue during paid leave, but not unpaid leave. Any leave entitlements, which have built up prior to taking parental leave, remain credited to the employee and may be used on their return to work.

Long Service Leave will continue to accrue for service beyond ten years. The full entitlement accrued may be accessed at any point after the staff member has served ten years.

2.4 Payment for Long Service Leave

Long Service leave for permanent employees is paid at the permanent rate applicable to the level at which the staff member was employed.

Long Service leave for casual employees is paid at the casual rate applicable to the level at which the staff member was employed.

Long Service leave for invigilators is paid at the average hourly rate that the invigilator was paid in the Trimester prior to taking the leave. This rate is determined by looking at the paid hours.

For casual teaching staff Long Service Leave is paid out at the average hourly rate at which the staff member was paid in the Trimester prior to taking the leave. This rate is determined by looking at the staff members timetabled hours. The average rate does not include lab hours that are timetabled unless that is the only work the casual teaching staff member performs.

If a staff member has moved between permanent and casual employment, the rate at which accrued Long Service Leave is paid depends on whether the employee is a permanent employee or a casual employee at the time of taking the leave.

- permanent employee: paid at the permanent rate applicable to the level at which the staff member was employed in the Trimester prior to taking Long Service Leave;
- casual employee: The amount, if any, accrued as a permanent employee is to be paid at the current hourly rate of the level that they were when they ceased being a permanent employee. The amount accrued as a casual is to be paid at the average hourly rate in the Trimester prior to the Long Service leave being taken;

2.5 Taking Long Service leave

Where a staff member is entitled to take Long Service Leave, the minimum period which can be taken is 2 weeks. A maximum of 26 weeks leave may be taken at one time.

An employee who has qualified for Long Service Leave is entitled to take Long Service Leave at the time of the employee's choosing, provided that an application to take the leave is submitted at least 3 months prior to the proposed commencement date.

For casual teaching staff the maximum weekly entitlement that can be taken is in the form of a full-time equivalent and the minimum weekly entitlement that can be taken is 50% of the load that the casual teaching staff member was working in the Trimester prior to taking the leave. For the purposes of casual teaching staff, a full-time equivalent is 20 hours which corresponds to a full-time load.

Applications for Long Service Leave by casuals should be made by completing the [Application for Long Service Leave for Casual Employees](https://navitas.sharepoint.com/sites/CDMS/Published/Long%20Service%20Leave%20Entitlements%20for%20Griffith%20College%20Staff%20Policy.pdf)<https://navitas.sharepoint.com/sites/CDMS/Published/Long%20Service%20Leave%20Entitlements%20for%20Griffith%20College%20Staff%20Policy.pdf>.

Applications for Long Service leave by all other staff should be made by via [ICHRIS](#).

Long Service Leave is exclusive of Public Holidays. These days are not included in calculating the total number of days leave to be recorded as taken.

Once approved Long Service Leave will be paid at the same time as the relevant payroll is completed.

2.6 Unused Long Service Leave

Payment in lieu of untaken long service leave will be made to the:

- staff member on termination of employment or,
- estate of the deceased staff member in respect of death

2.7 Example - Employees with casual service only

A person having worked a total of 1040 hours during 10 years of continuous service would be eligible for 17.33 hours of Long Service Leave based on the following calculation:

$$\begin{array}{r} \text{(Actual Service X 8.667)} \\ \hline 52 \text{ X } 10 \end{array}$$

$$\begin{array}{r} \text{(1040 hours X 8.667)} \\ \hline 52 \text{ X } 10 \end{array}$$

3 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [Industrial Relations Act 1999 \(Qld\)](#).

