Introduction

This procedure outlines the ability for eligible employees to access their accrued long service leave at double pay or half pay and provides general guidance regarding applying for long service leave.

Procedure/Guidelines

This procedure should be read in conjunction with Clause 21 E (Long Service Leave) and Clause 21 H (Paid Parental Leave) of the Local Government (State) Award 2014 (the Award).

Long service leave accruals can only be accessed after 5 years of continuous service with NSW a Local Government Council.

Employees who have 2 years or less accrual namely 2.6 weeks or less of Long Service Leave may take their available long service leave entitlements at half pay subject to the approval of the relevant Group/Executive Manager. Such approval will not unreasonably be withheld provided Council’s operational needs are met.

Employees are able to access up to 10 weeks each year of their Long Service Leave at the double pay rate. Employees must actually take equal nominated periods of leave to the requested weeks of double pay. For example, apply (and take) 5 weeks plus 5 weeks at double pay = 10 weeks of Long Service Leave accruals. More information about Long Service Leave at double pay rate is available from the Payroll Officer in Strategy and Business Services SBS section of Council.

Applications for long service leave involving absences exceeding 8 weeks should be submitted at least 6 weeks prior to the leave being taken to enable adequate staffing arrangements to be made.

Employees who take extended long service leave immediately prior to planned retirement shall nominate their future retirement date in writing prior to the commencement of leave so the position can be permanently filled at that time.

Previous service for Long Service Leave purposes

Clause 21 E (iv), (vi) and (vii) of the Award refers to the recognition of previous NSW Local Government Service under certain conditions. For more information about eligibility relating to long service leave recognition, please contact the Payroll Officer, in SBS.