Long Service Leave

**PURPOSE**
The University recognises the contribution of its staff members to the University’s activities over a long period of time.

**ELIGIBILITY**
Eligible staff are entitled to Long Service Leave (LSL) after a continuous employment period of seven years or more.

Staff members appointed to continuous full-time or part-time positions within the University are eligible to have their prior service recognised for LSL purposes if they were previously employed in continuous, full-time or part-time service, provided that any breaks in service do not exceed 12 months, with:

- Another Australian university; or
- The Northern Territory Government Public Service; or
- The Commonwealth Public Service; or
- Menzies School of Health Research; or
- Another employer approved by the Vice-Chancellor.

**ENTITLEMENTS**
All full-time employees are entitled to 63 calendar days LSL after seven years of continuous service. LSL accumulates at a rate of nine calendar days per annum.

Part-time employees accrue long service leave on a pro-rata basis.

The University only applies prior service recognition to the continuous service period for assessing eligibility to LSL. The University does not recognise prior service for salary purposes.

Where a staff member has broken periods of eligible service, each period of service will count towards continuous service for calculating LSL, provided the break between each period is no more than 12 months (for instance fixed-term contracts, continuing appointments).

A staff member on LSL receives his or her salary as per usual through the University payroll system.

Personal leave is not available to an employee on LSL.

LSL is granted in calendar days, inclusive of Saturdays, Sundays and public holidays.

The minimum period of leave to be taken at any given time is 14 calendar days.

LSL may be taken at double or half-pay.

An employee with less than seven years continuous service who ceases to be an employee by reason of his or her:

- Retrenchment; or
- Retirement; or

Resignation or termination (other than for serious misconduct) and who has reached the minimum retiring age of 55 years shall be entitled to pro rata long service leave.

**PROCEDURES**
The University requires staff to provide six months written notice of their intention to take LSL.

Approval for taking LSL is subject to operational requirements. However, only in exceptional circumstances would the University not approve an application.

Staff must forward the supervisor-approved Application for Leave form to HRS no less than four weeks before the commencement of leave.

To apply for recognition of prior service the employee is to email HRS, with details of their former employer, and dates of employment within six months from the date of employment with the University.

The Director, HRS will determine eligibility and email the outcome back to the employee.

If CDU recognises the prior service the employee will be asked to complete the Statement of Service from Previous Employer form and send it to their previous employer for return to HRS.

**RELEVANT FORMS**
Request for LSL is applied for using the Application for Leave form available through the link on the HRS Forms website.

The Statement of Service from Previous Employer form is available through the link on the HRS Forms website under Pay and Benefits.

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This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.