

Long Service Leave Information Sheet

The University recognises the contribution of its Employees to the University's activities over a long period of time. As part of this recognition, eligible Employees are entitled to Long Service Leave after a continuous employment period of seven (7) years or more.

Eligibility and Accrual

All Employees are entitled to 63 calendar days Long Service Leave (LSL) after seven (7) years of continuous service.

LSL accumulates at a rate of nine (9) calendar days per annum.

Part-Time Employees shall accrue LSL on a pro rata basis.

Where an Employee 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.

Recognition of Prior Service

Recognition of prior service with other Australian Universities or other institutions as defined in the Long Service Leave Procedure may occur with the Employee's prior service being recognised for LSL purposes.

Prior service is recognised for determining the qualifying period and in the value of the LSL entitlement only to the extent that the prior employer has transferred finances from that institution to the University.

Where the prior employer does not transfer any finances to the University prior service recognition is applied only to the qualifying period for accessing LSL.

Conditions of Long Service Leave

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

LSL may be taken at double or half-pay.

LSL may not be broken for the sole purpose of excluding a weekend or public holiday. The University will not accept separate applications for LSL where the aim is to exclude a weekend and/or public holiday.

Personal Leave is not available to Employees whilst on LSL.

Applying for Long Service Leave

The University requires Employees to provide six (6) months' written notice of their intention to take LSL.

For LSL periods equal or less than five (5) working days, the Employee and their Supervisor may agree to a shorter notice period.

Approval for taking LSL is subject to operational requirements.

The Employee applying for Long Service Leave must do so by completing the Application for Leave Form.

The application is to be requested through the Employee's Supervisor.

The Supervisor-approved Application for Leave form must be forwarded to People and Capability no later than one (1) month before the leave is to commence.

Salary whilst on Long Service Leave

An Employee on Long Service Leave shall receive their salary at the fraction being taken through the University payroll system.

Need more information?

Contact your HR Business Partner via phone or email.

***Note- This Information Sheet is to be read in conjunction with the Charles Darwin University and Union Enterprise Agreement 2018 and related University policies and procedures.**