

QUEENSLAND  
ANGLICAN  
SCHOOLS



## **ADMINISTRATIVE GUIDELINES FOR LONG SERVICE LEAVE**

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## **Administrative Guidelines**

Administrative Guidelines are a system of principles and procedures designed to assist Anglican Schools in implementing effective administrative measures and complying with legal obligations. This system of procedures guides Schools in complying with the various obligations placed upon them. These Guidelines deal with the practical aspects of legal compliance and effective administrative systems. Administrative Guidelines will be developed by the Schools in consultation with the Anglican Schools Office and relevant stakeholders (for example Church leaders, agency representatives, Government representatives, unions, etc.). The Guidelines are subject to final endorsement by each School's Governing Body, and in the case of Diocesan owned Schools, a designated higher authority, where required by Canon Law (for example the Diocesan Property and Finance Board, Archbishop-in - Council).

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# QUEENSLAND ANGLICAN SCHOOLS ADMINISTRATIVE GUIDELINES

<b>TITLE</b>	<b>LONG SERVICE LEAVE</b>
<b>PURPOSE</b>	To clarify employees' entitlements to long service leave.  To provide policy guidelines for accessing long service leave.
<b>LEGAL FRAMEWORK</b>	Anglican Schools Enterprise Bargaining Certified Agreement 2004 ("the Agreement")  State Awards that cover Anglican Schools employees  Industrial Relations Act 1999 ("the Act")
<b>EFFECTIVE DATE</b>	1 January 2004

## 1. APPLICATION

This policy applies to all employees.

## 2. ENTITLEMENT

- 2.1 Teaching staff shall accrue long service leave at the rate of 1.3 weeks for each year of service and may access long service leave on the completion of seven **(7) years** continuous service.
- 2.2 All non-teaching employees shall accrue long service leave at the rate of 1.3 weeks for each year of service from 1 January 1998. Schools associated with the Diocese of North Queensland shall accrue such entitlements as from 1 January 1996.
- 2.3 Non-teaching employees who have seven (7) years of continuous service may, from 1 January 1996, access that entitlement to long service leave which has been accumulated on the basis of 0.86 weeks per completed year of recognised service. Provided that from 1 January 1998, this entitlement will be calculated as per 2.2 above.
- 2.4 Where an employee has accrued an initial entitlement to Long Service leave by virtue of seven (7) years continuous service, that employee shall be entitled to



access a second or subsequent entitlement after a further seven (7) years continuous service. Such entitlement shall be calculated on the rate of accrual applicable at the appropriate time.

2.5 Upon resignation, death, retrenchment, or total and permanent incapacity, a *pro rata* payment of long service leave shall be made to the employee at the appropriate accrual rate where the employee has served more than seven (7) years of recognised service.

2.6 Upon termination for any other reason, accrued long service leave shall be paid to the employee at the appropriate accrual rate, provided that the employee has completed ten (10) years of recognised service.

### 2.7 **Portability**

2.7.1 Employees have portability of service for the purposes of long service leave when moving between Schools associated with the Anglican Schools Commission. Each School must comply with the Portability of Long Service Leave Deed when this occurs.

## 3. **POLICY – TAKING LEAVE**

3.1 Employees must take Long Service Leave in full term blocks. However, a School may allow the employee to take a different period of Long Service Leave, if mutually agreed. Leave will only be granted if it has no negative operational or academic impact.

3.2 The Act provides that the employer and the employee may agree when the employee is to take long service or if they cannot reach agreement, the employer may give the employee at least three (3) months written notice of the date on which the employee must take at least four (4) weeks long service leave.

### 3.3 **Teaching Staff**

3.3.1 Long service leave is exclusive of vacation periods and public holidays.

## 4. **PROCEDURE**

4.1 Employees are required to apply for long service leave at least 3 months prior to the proposed commencement date of the leave.

4.2 Schools may consider granting long service leave with less notice or for shorter periods where an employee can demonstrate a particular emergent need for the leave.

## 5. **OTHER CONDITIONS**



## **5.1 Access to Other Leave**

5.1.1 Paid sick leave is generally not available to an employee on long service leave.

## **5.2 Recognition of Service**

5.2.1 Periods of long service leave count as service and therefore annual leave (if applicable) and sick leave continue to accrue.

## **5.3 Salary Increments**

5.3.1 Periods of long service leave count as service for the purpose of calculating an employee's annual salary increment.

## **5.4 Employment**

5.4.1 The intention of long service leave provisions is to enable an employee to take an extended holiday after a lengthy period of employment. Therefore, as a general rule, employees should not undertake paid employment during their long service leave. If an employee wishes to undertake paid employment during his or her long service leave, he or she must seek the approval of the employer prior to commencing the other employment.

## **5.5 Payment**

5.5.1 Payment for long service leave is to be made on or before the commencement of such leave. At the request of the employee, payment may continue to be made in the regular pay cycle.



