

Policy number	Policy 007
Policy title	Long service leave
Strategic outcomes supported	CL5 – Innovative, empowered and responsible organisational culture with the right people in the right jobs.

Policy objective:

To manage the long service leave of Town employees.

Policy scope:

This policy applies to all employees.

Policy definitions:

Nil.

Policy statement:

1. An employee shall commence the taking of long service leave within six (6) months after it becomes due.
2. Where in the opinion of the CEO it is advantageous or not to the detriment of the Town, an employee due to take long service leave may be granted approval to:
 - a. defer the leave, or
 - b. take the leave in two parts, or
 - c. take the leave in half the time (6.5 weeks) at double pay.
3. Provided the leave is commenced no later than two (2) years from the date it became due, and completed within 4 months of that commencement date, the rate of pay for the leave shall be the rate that is applicable at the time the leave is commenced. The rate of pay for long service leave – or any part thereof - deferred beyond 2 years and 4 months shall remain fixed at the rate in existence on the second anniversary after the leave originally became due.

Related documents

Responsible officers	Payroll Officer
Policy manager	Manager People and Culture
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	28/09/1999	Council	-	Item 4.1
2	Amended	14/08/2007	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed	17/03/2020	Council	354/2020	Item 15.3
3	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.7
4	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5