



NAMBUCCA VALLEY COUNCIL LONG SERVICE LEAVE POLICY POLICY NO G 26

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

The aim of this policy is to establish guidelines for how employees may accrue and take long service leave.

2 Related legislation

Local Government (State) Award
Long Service Leave Act 1955

3 Definitions

Not applicable

4 Background

This policy was originally adopted on 6 April 1989.

Second tier wage negotiations in 1988 resulted in a 3% increase subject to offsets, one being, that long service leave shall be taken in minimum periods of two weeks provided that all long service leave accruing on or after 23 June 1988 shall be taken within 5 years of its falling due. However, Circular No 64/88 from Local Government and Valleys' Associations indicates that Council may elect not to require employees to clear future accumulations of long service leave where Council perceives no savings from this offset.

5 Policy statement

5.1 Award requirement to take long service leave within 5 years' of it falling due

Employee who commenced on or before 1 December 2014 are not required to take long service leave accruing on or after 23 June 1988 within five years of it falling due.

Employees who commence after 1 December 2014 must take long service leave within 5 years of it falling due, in accordance with the Award.

5.2 No minimum period of long service leave

There is no minimum period for which an application for long service leave must be made.

5.3 Application and approval

All applications for long service leave must be approved before leave commences.

Employees should give four weeks' notice when they apply for leave and submit an Application for Leave. (This notice period may be altered by the relevant Department Head).

While leave is provided for the benefit of staff, approval is subject to the convenience and smooth running of Council operations.

5.4 Payment of long service leave

Long service leave shall be paid on a fortnightly basis unless otherwise arranged.

Long service leave may be taken:

on full pay; or
on half pay; or
on double pay.

5.5 Payment in lieu of untaken leave

Payment in lieu of untaken long service leave is prohibited under Section 4(8) of the *Long Service Leave Act 1955* and except upon termination of employment.

6 Variation

Council reserves the right to vary or revoke this policy.

7 History

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Contact Officer	Manager Human Resources	5 August 2014	
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