

# SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

## (PO-16) LONG SERVICE LEAVE POLICY

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### POLICY STATEMENT

Full-time, part-time and certain casual employees employed by Southern Region Waste Resource Authority (SRWRA) will be entitled to long service leave under the terms and conditions of the Long Service Leave Act 1987 and in accordance with legislative and Collective Agreement Requirements.

The Authority recognises the need to balance the principle of rest and recreation with the emphasis being on the health and wellbeing of employees.

Employees who have completed 10 years continuous service with SRWRA will be entitled to either take, or ‘cash out’ the accrued entitlement to 13 weeks long service leave. On completion of subsequent years of continuous service, an additional 1.3 weeks long service leave will also be allowed to be taken or ‘cashed out’.

### Taking of Long Service Leave

1. Long service leave will be administered in accordance with the Long Service Leave Act 1987 (SA), including the ‘cashing out’ provisions.
2. During the life of the Agreement, existing long service leave entitlements will be examined and consideration given to methods of reducing outstanding leave entitlements and ensuring that future leave is taken as it falls due.
3. Long service leave accrued in the first 10 years of service should be taken by the completion of 13 years of service. Managers are to ensure leave is taken within the allocated time and non-compliance reported annually.
4. Accumulated long service leave (e.g. 11-20 years service) must be taken within three (3) years of the next 10 years service anniversary.
5. Long service leave may be taken at a time mutually convenient between SRWRA and the employee concerned after seven (7) years service in periods of at least two (2) weeks.
6. An employee may take long service leave after seven (7) years service in the following manner:
  - Half pay, thus doubling the period of leave taken;
  - Double pay, thus halving the period of leave taken;
  - ‘Cashing out’ all or part of their accrued leave; or
  - Taking the leave as normal.
7. Permanent full time employees who negotiate to reduce their hours of work to part-time shall have their long service leave hours (accrued or entitlement) preserved at the amount

applicable at the time of the reduction in their hours of work (and their entitlements will continue to accumulate at the new approved rate).

8. In the circumstances where an employee has taken leave in pursuant to this section, Management will not require the employee to take a further period of long service leave for a period of 12 months.

Long service leave will be taken at a mutually convenient time between SRWRA and the employee, after at least one month's notice having been given by the employee of their intention to take accrued long service leave.

However, SRWRA may direct the employee to take the whole or a portion of accrued long service leave by giving at least 60 days notice in writing, stipulating when the period of long service leave will commence and cease.

Prior to the employee taking their accrued long service leave, SRWRA will provide the employee with the "Second Schedule – Notice to Worker" form as stipulated in the Long Service Leave Regulations 1988.

#### **'Cashing Out' of Long Service Leave**

1. Pursuant to a request to 'cash out' a long service leave entitlement, the employee shall provide a written request provided on the appropriate form.
2. When making a determination in relation to a request to 'cash out' a long service leave entitlement, management shall give consideration to any amounts owing to SRWRA by the employee.
3. Management by mutual agreement with the employee may consider 'cashing out' part or all of an employee's long service leave entitlement. The decision to 'cash out' all or part of an employees entitlement will be considered on a case by case basis and on merit, taking into account the need to balance the principle of rest and recreation along with the needs of the employee.
4. If an employee has sufficient accruals of other leave (i.e. annual leave) to provide adequate levels of rest and recuperation, a decision may be made to 'cash out' all long service leave.
5. A decision to 'cash out' leave can only be made in relation to an employee who has completed seven (7) years of continuous service.

Upon the employee 'cashing out' their accrued long service leave, SRWRA will provide the employee with "Schedule 2A – Notice to Worker" form as stipulated in the Long Service Leave Regulations 1988.

#### ***Policy Review***

***This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.***