

Monash University Procedure

Procedure Title	<u>Long service leave</u>
Parent Policy	Remuneration and Benefits
Date Effective	1 December 2016
Review Date	3 years from effective date
Procedure Owner	Chief Human Resources Officer
Category	Human Resources
Version Number	3
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	This procedure applies to all fixed term and continuing professional, academic and trades and services staff. In certain circumstances, casual or sessional staff may also accrue long service leave. This procedure does not apply to honorary appointees or unpaid adjunct appointees.
Purpose	<p>The University encourages staff to establish a balance between their personal and working lives. To assist staff achieve a work life balance, it is recommended that staff take long service leave once it is accrued.</p> <p>Long service leave entitlements are set out in the relevant workplace agreement. This procedure outlines how to apply for long service leave, directs staff to the relevant clauses in the University's Enterprise Agreements and explains how to apply for recognition of prior service with a previous employer for the purposes of long service leave.</p>
PROCEDURE STATEMENT	

1. How to apply for long service leave

1.1. An eligible staff member wishing to take long service leave should:

- Check their long service leave balance on [ESS](#) to ensure that there is sufficient leave balance for the period being contemplated;
- Discuss the timing of the planned leave with their supervisor taking into account the operational requirements of the University;
- Provide advance notice in writing of the intended long service leave dates, completing an [Application for Leave](#) and submitting the form to their Supervisor.

1.2. The supervisor is then required to consider whether or not to grant the request for long service leave and, if granted:

- sign and approve the [Application for Leave](#) form and forward the form to the Dean or Executive Director for authorisation; and
- forward the finalised [Application for Leave](#) form to the HR Operations Centre for processing at hr@monash.edu to or Monash HR, Monash University VIC 3800.

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- 1.3. A staff member is entitled to choose the time for taking long service leave provided that they give at least:
- three months' written notice for academic, professional, and building and metal trades and services staff; and
 - six months' written notice for catering and retail, cleaning and caretaking, and miscellaneous services trades and services staff.
- 1.4. All leave approvals are subject to Monash HR verification that the staff member has an entitlement to the leave requested, and that the leave is in accordance with the relevant provisions of the applicable workplace agreement.

2. Payment for long service leave

- 2.1. Long service leave is paid on full pay (on the ordinary rate of pay) however staff members may apply for long service leave to be paid at:
- half pay for double the period of leave entitlement or
 - leave at double pay provided the long service leave balance is 19.5 weeks or more (excluding catering and retail, cleaning and caretaking, and miscellaneous services trades and services staff).
- 2.2. Should a staff member be approved to take leave at double pay, the accrued long service leave credits will be reduced by twice the amount of leave actually taken.
- 2.3. Variations to payment must comply with the relevant Enterprise Agreement.
- 2.4. Approval to vary payment of long service leave from full pay (on the ordinary rate of pay) to an alternative option listed above, is at the sole discretion of the University.

3. Long service leave entitlements

- 3.1. After ten years of recognised continuous service, an academic or professional staff member is entitled to 13 weeks' paid long service leave and 1.3 weeks for each additional year of service.
- 3.2. After seven years of recognised continuous service, a trades and services staff member is entitled to 9.1 weeks' paid long service leave and 1.3 weeks for each additional year of service.
- 3.3. A minimum period of two weeks' long service leave must be taken on any one occasion.
- 3.4. Details of a staff member's long service leave entitlements are outlined in the relevant workplace agreement. The applicable Enterprise Agreement clauses are:

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Academic and Professional Staff	Trades and Services Staff	
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005
<ul style="list-style-type: none"> • Clause 38 - Long Service Leave 	<ul style="list-style-type: none"> • Schedule 3(e) - Leave Entitlements (Long Service Leave) • Schedule 6(2) - Application of Long Service Leave 	<ul style="list-style-type: none"> • Schedule 3(f) - Leave Entitlements (Long Service Leave) • Schedule 5(3) - Application of Long Service Leave

4. Service and continuous service

4.1. "Service" and "continuous service" under the relevant Enterprise Agreement are as defined at:

- Clauses [18.4](#), [19.5.4](#), [34](#) and [38](#) of the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
- [Clauses 3](#) and [7](#) and [Schedules 3\(e\)](#) and [4](#) of the [Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
- [Clauses 3](#) and [18.8](#) and [Schedule 4](#) of the [Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

5. Recognition of casual service

5.1. In certain circumstances, service as a casual or sessional staff member may count as service for long service leave. For further information, see the following Enterprise Agreement provisions:

- [Clause 38.10 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
- [Clause 2.5 of Schedule 6 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)

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6. Payment in lieu of long service leave

- 6.1. If a staff member has qualified for long service leave in accordance with the particular provisions of the applicable workplace agreement, and their employment with the University is terminated, they will be entitled to payment in lieu of any outstanding long service leave entitlement. Details of when a staff member will be entitled for payment in lieu of long service leave under the relevant Enterprise Agreement on termination of employment are set out in the following provisions:
- [Clause 38.9 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
 - [Clause 2.4 of Schedule 6 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
 - Clause 3.4 of [Schedule 5 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)
- 6.2. Where an academic or professional staff members' employment with the University is terminated and the staff member owes an amount to the University arising from the staff member's employment, the University will set-off against and deduct from any amounts payable to the staff member in accordance with [clause 23.4](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014.
- 6.3. For information on the payment of accrued annual leave entitlements on resignation from the University, see the [Resignation and Exiting the University procedure](#).

7. Salary in advance for long service leave

- 7.1. In certain circumstances, a staff member may be paid in advance for a period of long service leave. For further information, see the following clause in the relevant Enterprise Agreement:
- [Clause 23.5 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
 - [Clause 29.4 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
 - [Clause 29.4 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

8. Excess long service leave

- 8.1. The University may direct a staff member to take long service leave once the staff member has accrued an excessive period of leave. For details of the threshold above which a staff member may be directed to take long service leave and the conditions that apply under the relevant Enterprise Agreement, see the following:

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- [Clause 38.7 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
- [Clause 2.2 of Schedule 6 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
- Clause 3.2 of [Schedule 5 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)

9. Recognition of prior service for long service leave purposes

- 9.1. Prior service of up to 10 years with certain other employers will be recognised by the University for the purposes of long service leave. Under the University's Enterprise Agreements, these employers and the conditions that apply to recognition of prior service under the relevant Enterprise Agreements are outlined in:
- [Clause 38 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)
 - [Schedule 4 of the Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#)
 - [Schedule 4 of the Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#)
- 9.2. In order to apply to have prior service with a previous employer recognised, the staff member must complete a [Request recognition of prior service](#) form within six months of commencing employment with the University and submit the form to the HR Operations Centre for actioning. If the request is for recognition of prior service with an employer that is not explicitly listed in the relevant workplace agreement, the HR Operations Centre must seek the approval of the Director, Workplace Relations before progressing the application any further.

10. Responsibilities

Individual Staff Member

- 10.1. The individual staff member is responsible for:
- completing a Request for Recognition of Prior Service Form and returning it to the relevant HR Operations Centre within six months of commencing employment with the University, where applicable to apply to have prior service recognised;
 - applying for long service leave by completing an [Application for Leave](#) form; and
 - appropriate management of long service leave accrual, and active management of any excess long service leave, as appropriate.

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Supervisors

10.2. Supervisors are responsible for:

- considering and determining a staff member's application for leave; and
- forwarding the [Application for Leave](#) form to the HR Operations Centre.

Monash HR

The HR Operations Centre

10.3. The HR Operations Centre is responsible for forwarding the [Application for Leave](#) form to Payroll Services, Monash HR for processing.

Payroll Services

10.4. Payroll Services, Monash HR is responsible for:

- processing the [Application for Leave](#) form in SAP;
- ensuring that eligible staff are paid out their accrued long service leave entitlements on termination of employment or death;
- processing the [Request for recognition of prior service](#) by:
 - writing to the recognised previous employer(s);
 - acting on information received from recognised previous employer(s); and
 - providing notification to the staff member as soon as possible on the outcome of the request and no later than 12 months after the date of appointment.

Workplace Relations

10.5. Workplace Relations is responsible for:

- ensuring compliance of these procedures with the relevant workplace agreements; and
- providing advice to the HR Operations Centre on the application of the relevant provisions of the University's workplace agreements; and
- maintaining this procedure and related procedures and documents.

Responsibility for implementation		
Status	Revised	
Approval Body	Academic Quality and Standards procedure Name: Meeting: Date: Agenda item:	Operational procedure Name: Chief Human Resources Officer Date: Date approved Author: Director, Workplace Relations

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Definitions	<p>ESS: an online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.</p> <p>Head of unit: head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.</p> <p>HR Operations Centre: is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.</p> <p>Payroll Services (Monash HR): is the Centre of Expertise in Monash HR which manages the payroll and related services.</p> <p>Relevant Enterprise Agreement: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 will apply.</p> <p>Staff member: for the purposes of this procedure, means a person employed by the University on a continuing or fixed-term basis, except regarding recognition of casual service.</p> <p>Supervisor: the person who is responsible for the day-to-day supervision of the staff member.</p>
Legislation Mandating Compliance	
Related Policies	Types of Leave (All Leave)
Related Documents	<p><u>EA Agreements</u></p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 16 - Mode of Employment • Clause 19.5 - Severance Pay • Clause 23 - Payment of Salaries and Deductions • Clause 34 - Definitions and General Conditions • Clause 38 - Long Service Leave • Clause 41 - University Holidays • Clause 48 - Redundancy - Academic Staff • Clause 49 - Redundancy - Professional Staff • Clause 79 - Higher Duties Allowance • Clause 84 - Clinical Loadings • Schedule 4 - Part-year, Seasonal and Annualised Hours Terms <p>Monash University Enterprise Agreement (Trades and Services Staff -</p>

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	<p>Building and Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 17 - Casual Employment • Clause 18.7 - Entitlement to Severance Pay • Clause 26 - Higher Duties • Clause 29 - Payments of Salaries and Deductions • Clause 50 - Leave Entitlements • Schedule 3(e) - Application of Leave: Long Service Leave • Schedule 4 - Prior Service • Schedule 6, section 2 - Application of Long Service Leave <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 15 - Part-time Employment • Clause 17 - Casual Employment • Clause 18 - Fixed-Term Employment • Clause 19 - Higher Duties • Clause 29 - Payment of Salaries and Deductions • Clause 41 - Leave Entitlements • Clause 62 - Leave Entitlements of Seasonal Staff • Schedule 3(f) - Leave Entitlements (Long Service Leave) • Schedule 4 - Prior Service • Clause 3 of Schedule 5 - Application of Long Service Leave <p><u>Documents</u></p> <ul style="list-style-type: none"> • Application for Leave • Request recognition of prior service • Centralised approach to long service leave management
SCHEDULE(S)	
<p>Additional mandatory requirements specific to a Faculty or Offshore location Education procedure</p> <p>This field will only be published if required.</p>	
Name of Faculty/Offshore Location	N/A
Procedure Statement	N/A