

Policy – Long Service Leave

Purpose & Scope

The Academy of Entrepreneurs is committed to providing a supportive environment for employees. All permanent employees are therefore entitled to the relevant Long Service Leave in accordance with the relevant State legislation.

Definitions

Long Service Leave - available after an employee completes a prescribed period of continuous service - usually 10 years or more with a single employer.

Content

Long Service Leave accrues on completion of a number of prescribed years of continuous service. In addition to the ability to take leave there is sometimes provision for 'accrued' Long Service Leave to be paid out pro rata on termination of their employment or on their death, after a number of years of service. Typically Long Service Leave legislation requires employees to take holidays and, therefore, in some states it cannot be paid out. An employer may also direct an employee to take Long Service Leave but this depends on the state legislation and a level of notice is required.

Part time employees are generally entitled to Long Service Leave on a pro rata basis. Should an employee wish to take their Long Service Leave, they should request this in writing. The Academy of Entrepreneurs will consider the request but is not obligated to approve the request if appropriate cover/replacement cannot be arranged for the specified period.

Some states legislation does not prohibit employees from working for another company during their long service leave as long as the new employment does not pose a conflict of interest. An employee may be terminated whilst on long service leave but only for a legal reason such as redundancy, summary dismissal or where the employee has repudiated their contract.

The Academy of Entrepreneurs can replace the employee temporarily with another employee but the replacement should specifically be made aware of the temporary nature of the role. On the return of the employee, they should be returned to the same position, responsibilities and seniority.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	