



## Long Service Leave Policy

### Underlying Principles

Long Service Leave entitlements of employees are governed by the Long Service Leave Act 1987 (SA).

An additional benefit is that employees will be entitled to take long service leave after 8 years of continuous service instead of the normal requirement of 10 years' service however in this circumstance long service leave should be preferably taken as a complete school term or may be shorter periods at the discretion of the Principal

Employees who have served in Lutheran Schools in Australia for 10 years or more are able to negotiate with the School to take long service leave in one continuous period or, where the school and the employee agree, in separate periods.

This policy defines how the 'long service leave entitlement' will be implemented in our school. The policy applies equally to all employees. The school will comply with all relevant legislation concerning Long Service Leave

### Purpose

The purpose of Long Service Leave is to recognise an employee's service and to enable the employee to have a period of relaxation during his/her working life, to ensure their health, well-being and 'regeneration'.

### Procedures

- Long Service Leave should be granted and taken by an employee as soon as practicable after the employee becomes entitled to the leave, and at a mutually agreed time having regard to the operational requirements of the school. Where possible this should be within 12 months of reaching required service.
- No request for leave will be unreasonably refused.
- Preferably no more than 2 classroom teachers and no more than 2 support staff may take leave at the same time
- To achieve the best outcome of rest and relaxation it is preferable that leave be taken in full term blocks, or at least a minimum period of 4 weeks. Lesser blocks of time may be granted following consultation and at the discretion of the Principal.\*
- The employer may request a staff member to take leave as long as a minimum of 60 days notice is given.



- The Principal may agree to grant leave in circumstances other than the above, considering requests for leave on a case to case basis.
- Preferably eligible employees should provide a 'Notice of Intention to take Long Service Leave' no later than the close of Term 3 of the year preceding that in which the leave is to be taken, to provide adequate time for budgeting and staff planning.
- These Applications for leave are to be made in writing and submitted to the Principal.

\* *Where leave is granted in periods of < 1 term, the balance of leave still needs to be taken within 12 months of reaching the required service unless negotiated with the Principal.*

### **Employment during leave**

An employee must not, while on Long Service Leave, engage in any other employment in place of their employment at the school.

### **Resources**

School Council shall ensure annual budgets include full (100%) provision for long service leave for all staff

### **References**

Long Service Leave Act 1987 (SA)  
Long Service Leave Regulations 2002 (SA)  
Lutheran Schools SA Enterprise Agreement 2012 & MOU 2014