

Name of Policy	Interim - Long Service Leave Policy	
Description of Policy	This policy sets out the Long Service Leave provisions for staff at ACU.	
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision	<i>This Policy has been updated to reflect the updated Interim – Academic Staff Workload Policy – effective from 1 January 2011</i>	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	1 January 2011
Senate Approval Date	
Vice Chancellor's Approval Date	27 October 2010

Table of Contents

1. Background Information	2
2. Policy Statement	2
3. Policy Purpose	2
4. Application of Policy	2
5. Variation to Workload for Academic Staff	4
6. Approvals	6
7. Policy Review	6
8. Further Assistance	6

1. Background Information

This policy has been developed in support of the provisions for long service leave at Australian Catholic University.

2. Policy Statement

A staff member shall normally be entitled to long service leave after 7 years service with the University.

3. Policy Purpose

This policy informs staff members of their entitlement to Long Service Leave and its application at ACU.

4. Application of Policy

4.1 This policy applies to all continuing and fixed term staff of the University. Staff engaged for a specific fraction of a full-time appointment shall be entitled to the amount of leave available on a pro-rata basis relative to that staff member's fraction of employment.

4.2 Long service leave shall be calculated at the rate of 1.3 weeks for every year of service. Such leave shall normally be on full pay, however, a staff member may elect to convert all or part of the period of entitlement to double the period by taking leave on half pay. When a staff member takes long service leave on half pay, the staff member will be regarded as a part-time staff member for the purposes of leave accruals and superannuation contributions. .

4.3 A staff member with 7 years or more service shall be entitled to take long service leave at any time by mutual agreement between the staff member and the relevant Manager/Head of School.

4.4 Where a staff member is directly supporting educational delivery or relevant service delivery the staff member must provide the University with a reasonable period of notice (eg. 12 weeks), in order to maintain normal University operations.

4.5 Academic staff members applying to take long service leave will have their workload allocation varied in accordance with the provisions of Clause 5 below.

4.6 For the purpose of determining a staff member's entitlement to long service leave the following shall not count as service:

- any period of prior service with a higher education institution/s for which long service leave accrued has been taken;
- any period of prior service with a higher education institution/s for which payment in lieu of long service leave has been made by a higher education institution/s;
- any period of prior service with a higher education institution/s for which a staff member has an entitlement to payment in lieu by a higher education institution/s;
- any period of leave without pay at ACU, whether continuous or aggregate that exceeds 20 days in any year of service.

4.7 Service credits for long service leave are transferable to the University from other Australian higher education institutions except where a staff member's appointment is externally funded and the grant does not provide for long service

leave payment. A staff member shall be entitled to have service with previous institutions recognised for the purpose of determining the long service entitlement of the staff member provided that:

- any break in service with other Australian higher education institutions does not exceed 3 calendar months, except where a person had been made redundant, in which case the break in service shall not exceed 52 weeks;
- a staff member shall make any claim for recognition of service within 6 calendar months of date of commencement. The University shall, as soon as possible after the date of receipt of the staff member's claim, notify the staff member in writing as to the amount of service with previous employers that is recognised for long service leave purposes. A notice giving full details of the provisions for transfer of long service leave credits shall be provided to the staff member with the letter of appointment.

If a staff member's service with the University is not continuous, the aggregate period of service of the staff member, including service recognised from another institution, shall count as service for the purpose of determining the entitlement of the staff member to long service leave.

If service with another institution is recognised for long service leave credit, the staff member is required to complete a period of 3 years service with the University before being eligible to take long service leave, unless the Vice-Chancellor or delegate agrees to a lesser period in special circumstances.

- 4.8** The minimum period of long service leave a staff member can apply for shall normally be 1 day on full pay or 2 days on half pay. If a staff member takes long service leave at half pay, their normal superannuation contributions will reduce to 50%, with the University's contribution being equivalently adjusted. The staff member may elect, in writing, to maintain and pay their full contribution and top up the University contribution from 50% to the full level of its normal contributions.
- 4.9** If a staff member is ill / incapacitated for two or more consecutive working days while on long service leave the staff member shall be placed on personal sick leave and no deduction shall be made from long service leave credits for the days in question provided that a medical certificate from a health practitioner or a statutory declaration from the staff member is submitted for the period of the illness.
- 4.10** If a Public Holiday occurs during the period that a staff member is absent on long service leave and such holiday is observed on the relevant campus, no deduction shall be made for that day from the long service leave credits of the staff member.
- 4.11** A staff member, or where applicable the staff member's legal representative, shall be entitled to receive payment in lieu of long service leave accrued at the University but not taken as at the date of termination of service where:
- the employment of the staff member at the University terminates after service of more than 7 years (including recognised service with another employer); or
 - after 4 years service at the University if the staff member retires on the grounds of age, ill health or the staff member dies; or
 - a fixed-term staff member with 5 or more years of continuous service is entitled to a severance payment as per the current ACU Staff Enterprise Agreement.

A staff member who has service recognised for long service leave accrual purposes shall only be entitled to receive, on termination, the monetary value of leave accrued at the University but not taken. Where such payment is made in lieu of long service leave the amount of such payment shall be computed at the rate or rates of the staff member's salary at the time of termination as applied to the staff member under this Agreement.

4.12 Where a staff member has a long service leave balance in excess of 16 weeks, the Vice-Chancellor or delegate may give the staff member written notice to take up to 14 weeks of long service leave, provided that:

- the staff member shall not be required to take any long service leave within 2 years of the staff member's agreed retirement date as formally notified in writing to the University by the staff member;
- the minimum period of such leave shall be 10 weeks;
- the Vice-Chancellor shall give the staff member written notice of a minimum of 26 weeks of the date on which such leave is to be taken; and
- the Vice-Chancellor shall not thereafter require the staff member to take a further period of long service leave within 2 years of the end of the period of leave.

4.13 The Human Resources Directorate will provide preliminary notification on a 12 monthly basis to the Executive team advising them of those staff which they supervise who have a long service balance in excess of 16 weeks.

4.14 A staff member who has a long service leave entitlement may, at any time, elect to convert part or all of their long service leave entitlement to a monetary equivalent of long service leave.

4.15 A protected staff member, as defined by the enterprise agreement, accrues long service leave at the following rates in combination and not separately:

- (a) if employed in **ACT** or **NSW**, 2 months long service leave on full pay after 10 years of service;
- or,**
- (b) if employed in **Queensland**, 13 weeks long service leave on full pay after 10 years of service and 1.3 weeks long service leave on full pay for each of the following 5 years of service;
- and, thereafter**
- (c) if employed in **Queensland, NSW** or **ACT**, 5 months long service leave on full pay per 10 years of service.

Service includes any service credited to the staff member at the time of commencement with the University.

A protected staff member in NSW or ACT who made an irrevocable election to transfer to the uniform accrual rate shall accrue long service leave at the rate of 1.3 weeks per year of service.

5. Variation to Workload for Academic Staff

5.1 The University recognises that an academic staff member's total workload is comprised of a body of work (including a teaching workload, research focus areas, administrative duties and community engagement activities) as well as the calendar time spent in the working environment.

5.2 The formula for variation to workload for academic staff on long service leave described in sub-clause 5.4 below (the Formula) has been developed to allow a staff

member who applies for long service leave that would be taken during peak teaching periods (ie semester one or semester two) to receive a reduced workload commensurate with, and pro-rata of, the amount of leave for which she/he is applying.

The application of the formula adjusts a staff member's overall load, including to reduce the teaching workload of that individual staff member which is then amortised over the year. This prevents an inequitable burden being placed on those staff in the organisational unit who are not on leave and/or who take their leave outside of peak periods.

For example, where the staff member's proposed long service leave begins in week 1 of semester and ends in week 12 of semester, previous practice has been to allow the staff member to be relieved of her/his teaching workload for the full period, which may arguably be up to one-half of her/his entire teaching workload for that given year.

The application of the Formula reduces the workload of an academic staff member who takes long service leave, in a transparent and equitable manner to both the academic and the academic's colleagues, ensuring no individual staff member is unduly advantaged or disadvantaged as a result of their chosen time frame for taking long service leave.

- 5.3 The Formula also allows for a reduction in teaching workload for those academic staff members who take long service leave outside of peak teaching periods, so that all academic staff members who apply for long service leave,, regardless of the time chosen for taking the leave, are treated in a like manner with regard to workload.

The application of the Formula is intended to provide for greater equity in terms of the distribution of academic workload, with the following benefits:

- It enhances the likelihood that the staff member will be able to take long service leave at the time of her/his choosing;
- It means that a staff member who is on long service leave has an equitable teaching workload compared with other staff who are not taking leave , or who apply to take long service leave outside of peak teaching periods; and
- It allows for a standard policy and a fair and transparent process to be applied across the University consistent with the University's Mission.

5.4 The Formula for Variation to Workload for Academic Staff on Long Service Leave (the Formula)

5.4.1 The Long Service Leave (LSL) workload reduction is calculated as a proportion of an academic staff member's full load which is comprised of:

- 1000 hours of teaching and related administration work per annum, plus
- up to 500 hours of research, and
- up to 250 hours of other related work.

5.4.2 The divisor is calculated as the total number of weeks in a year with allowances for both recreation leave (4 weeks) and the University awarded Public Holidays (2 weeks) ie a total of 46 working weeks.

5.4.3 The Formula is expressed as follows:

[Number of weeks of LSL/46 weeks] x 1500 = Total Workload Reduction

For example:

A staff member has requested to take 15 weeks long service leave.

$[15/46] \times 1500 = 489$ hours, which equates to a revised workload of 1011 hours (1500 – 489). The same ratio of 2:1 Teaching and Related Administration: Research and Scholarship applies. The staff member's workload for the year would be 674 hours Teaching and Related Administration and 337 hours of Research and Scholarship.

NB: This calculation would need to be appropriately adjusted for a leap year.

This calculation is based on the number of weeks away from the work environment, not the staff member's rate of pay, so that (referring to the above example) 15 weeks of LSL is used in the formula regardless of whether the leave is to taken at the full or half pay rate.

6. Approvals

An application for long service leave (including the appropriate variation to an academic staff member's teaching workload based on the Formula) must be submitted for approval by the appropriate delegated officer. Information on delegated officers for leave approvals is available in the University's Register of Staff Delegations which is published on the Human Resources website. The application for long service leave must be submitted through, the University's Staff Connect facility while the variation to an academic staff member's workload must be approved by her/his nominated supervisor.

7. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.