



LONG SERVICE LEAVE POLICY

Policy

The Beehive Montessori School encourages employees to establish a balance between their working and personal lives. The purpose of Long Service Leave (LSL) is to provide rest and recreation and to reward employees who have worked for the School for a long period of time.

Effective leave management is critical to the operation of the School. The Principal is accountable for all employees' leave and is required to have leave management plans in place.

Background

Teachers are entitled to long service leave (LSL) after 8 years of service with the School and non-teaching staff after 10 years of service.

Teachers may access their pro-rata LSL entitlements after 6 years in the first qualifying period and subsequent qualifying periods.

Non-teaching staff may access their pro-rata LSL entitlement after 8 years in the first qualifying period and subsequent qualifying periods.

Implementation

1. This policy applies to all continuing and fixed term staff of the School. 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.
2. Long service leave is calculated at the rate of 1.3 weeks for every year of continuous paid service.
3. For the purpose of determining a staff member's entitlement to LSL, in the case of leave without pay, which exceeds eight weeks in a continuous period, the entire period of that leave is exercised in full.
4. A staff member who is entitled to LSL will take the leave at a time or times that are mutually convenient to the School:
 - 4.1. the staff member must give the School six (6) months written notice to take the leave unless the School agrees to a shorter period of notice; and
 - 4.2. a staff member will normally take periods of LSL in multiples of weeks; or
 - 4.3. in exceptional circumstances, a staff member, upon written request, may be granted approval to take LSL for minimum periods of 1 or 2 days per week normally for a minimum period of 3 months. Such circumstances include but are not limited to where a staff member has approval to a retirement contract arrangement.



LONG SERVICE LEAVE POLICY

5. If a staff member is ill or incapacitated for two or more consecutive working days while on LSL, the staff member shall be placed on personal sick leave and no deduction shall be made from LSL credits for the days in question, provided that a medical certificate from a registered health practitioner is submitted for the period of the illness.
6. If a Public Holiday occurs during the period that a staff member is absent on LSL, no deduction shall be made for that day from the LSL credits of the staff member.
7. A staff member shall be entitled to receive payment in lieu of LSL accrued at the School but not taken at the date of termination of service:
 - 7.1. to be entitled to the payment teachers must complete at least six years of service and non-teaching staff eight years of service; and
 - 7.2. a staff member who has service recognised for LSL accrual purposes shall only be entitled to receive, on termination, the monetary value accrued at the School but not taken. Where such payment is made in lieu of LSL the amount of such payment is calculated at the rate or rates of the staff member's salary at the time of termination as applied to the staff member.
8. Where a staff member has a LSL balance in excess of 16 weeks, the Principal may give the staff member written notice to take up to 12 weeks of LSL provided that:
 - 8.1. the staff member shall not be required to take any LSL within 24 months of the staff member's agreed retirement date as formally notified in writing to the School by the staff member;
 - 8.2. the minimum period of such leave shall be 6 weeks;
 - 8.3. the School shall not thereafter require the staff member to take a further period of LSL within 2 years of the end of the period of leave; and
 - 8.4. a staff member who provides notice of her or his plans to take LSL at a particular date in the future may apply for deferral of the application.
9. Staff members are expected to clear actual LSL as soon as possible and within two years of the entitlement becoming due.
 - 9.1. teachers and non-teaching staff, who do not clear the full LSL entitlement within two years of it becoming due, will cease to accrue any further LSL until the entitlement is cleared.
10. In exceptional circumstances, operational requirements of a work area may prevent a staff member from clearing their LSL within two years of the entitlement becoming due. In these circumstances the School will approve an extension mutually agreed between the School and the staff member.



LONG SERVICE LEAVE POLICY

11. Where eligible for LSL, a staff member may elect to cash out a portion of their leave such that either:
 - 11.1. the staff member will retain a minimum balance of 9 weeks; or
 - 11.2. the staff member may apply to take a period of LSL and to cash out an equivalent amount of LSL; and
 - 11.3. the staff member must provide written notice to the School stating that she or he wishes to forgo the LSL.

12. The Principal will have the ultimate responsibility for the granting of LSL.

Related Documents and Resources

Staff Handbook