



# Long Service Leave Policy

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## 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 as soon as possible and within 2 years from the date of accrual at a time or times that are mutually convenient to the School and staff member and
  - 4.1. a staff member will normally take periods of LSL in multiples of weeks; or
  - 4.2. 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.

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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. 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.
8. Where eligible for LSL, a staff member may elect to cash out all, or a portion of their leave. In this instance the staff member must provide written notice to the School stating that she or he wishes to forgo the LSL in lieu of payment.
9. This Policy shall be overseen and implemented by the Principal.

#### **Related Documents and Resources**

Staff Handbook

*Approved 24/10/22 by the Board Policy Committee. Next review due 24/10/24*