

POLICY NO AND TITLE	1.2.1	Conditions of Employment policy
PROCEDURE	1.2.1 (ai)	Long Service Leave
VERSION AND DATE ADOPTED	1	April 2008
RESPONSIBLE OFFICER		Human Resources Manager

LONG SERVICE LEAVE ON HALF PAY

These guidelines should be read in conjunction with Clause 19, D (Long Service Leave) and Clause 19, E (Paid Maternity Leave) of the Bega Valley Shire Council NAPSA formerly the NSW Local Government (State) Award 2004.

Employees may take their available long service leave entitlements at half pay subject to the approval of the relevant Director. Such approval will not unreasonably be withheld provided Council's operational needs are met.

Applications for long service leave involving absences exceeding 8 weeks should be submitted at least 6 weeks prior to the leave being taken to enable adequate staffing arrangements to be made.

Employees who take extended long service leave at half pay immediately prior to planned retirement shall nominate their future retirement date in writing prior to the commencement of leave so that the position can be permanently filled at that time.

The minimum period of long service leave on half pay is 2 weeks which is consistent with the 1 week minimum on full pay that applies under the Award.

All leave entitlements will accrue at half pay during periods of long service leave on half pay. Where a public holiday falls within a period of half pay long service leave, the public holiday will also be paid at half pay.

Superannuation contributions payable under the Superannuation Guarantee (currently 9% of salary) will be paid by Council based on half salary payments.

Superannuation contributions payable under the Defined Benefit Scheme need additional consideration due to the nature of the scheme. Reduction in contributions during half pay leave is likely to result in a reduction to entitlement points and subsequently benefits may be detrimentally affected. Current full contributions should be maintained during half pay long service leave in most cases.

Council's contribution under the Defined Benefits Scheme, if applicable, will be made at the prescribed multiple of the employee contributions.

Final average salary for superannuation purposes will not be affected by half pay long service leave. Council will nominate the normal annual salary as the salary for superannuation purposes.

PREVIOUS SERVICE FOR LONG SERVICE LEAVE PURPOSES

Clause 19 D, paragraphs (iii) to(vii) of the Bega Valley Shire Council NAPSA (formerly Local Government (State) Award refers to the recognition of previous NSW Local Government Service under certain conditions.

In addition to these Award provisions Council will consider the recognition of previous service with Local Government Authorities from States other than NSW, State Government departments and Commonwealth Government departments.

Service with statutory authorities of either State or Federal departments may be considered if the authority is wholly owned by the Federal or a State Government.(eg Sydney Water).

The portability of long service leave may only occur if the department or authority is prepared to pay Council the equivalent value of the accrued long service leave on termination and issue a detailed assessment of the calculation of the payment. Other conditions for the portability shall be as specified for the transfer of service between NSW Local Government authorities as detailed in Clause 19 D, paragraph iii) a and iii) b and paragraph vi).

Portability of long service leave under this procedure (outside NSW local government) is to be approved by the General Manager or the Chief Operating Officer.

RELATED COUNCIL PROCEDURES

Staff attraction and retention (Procedure No. 1.2.1(a))