Leave - Long Service Leave Procedure

Section 1 - Purpose

(1) The Purpose of this Procedure is to detail the steps and responsibilities associated with accessing long service leave entitlements.

Scope

(2) This Procedure requires actions by the following:

a. Executive Dean / Head of Office;
b. Human Resources Officer;
c. Staff member; and
d. Supervisor.

Section 2 - Policy

(3) Refer to Leave - Long Service Leave Policy.

Section 3 - Procedures

Apply for Long Service Leave

Staff member – Apply

(4) Provide reasonable notice to your supervisor of the desired period of long service leave.

(5) Apply for long service leave (as soon as practicable) by:

a. completing the Application for Leave Form and submitting to your supervisor; or
b. submitting an application via HR Online.

Supervisor – Review Application

(6) Review a long service leave application to ensure accuracy and consistency with University policy.

(7) In consultation with the staff member, resolve any problems identified with the application.

(8) Consider the operational requirements of the work area and the staff member's personal circumstances prior to authorising, declining or referring the leave application.

(9) Make a decision about the staff member's leave within five (5) days of receiving the application. Take one of the following actions:

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a. Approve:
    i. notify the staff member of the outcome of the leave application; and
    ii. complete Human Resources (HR) requirements.
b. Decline:
    i. negotiate an alternative long service leave or annual leave period with the staff member.

Human Resources Officer – Process Approval

(10) Review the application to ensure accuracy and consistency with University policy.

(11) Refer any problems identified in the application to the supervisor for resolution.

(12) Process the long service leave application and maintain records for reporting and compliance.

Manage Excess Long Service Leave

Human Resources Officer

(13) Compile a monthly report identifying staff members (by Faculty / Office) who have, or are likely to exceed, four and a half (4.5) months of accrued long service leave.

(14) Forward the report to the Executive Dean / Head of Office or authorised delegate.

Executive Dean / Head of Office

(15) Notify the staff member and their supervisor of excess long service leave accruals in writing.

(16) Where a staff member has accrued a total of four and a half (4.5) months of long service leave, the University may, with twelve (12) months' written notice, direct the staff member to take a minimum period of six (6) weeks of long service leave.

(17) Where a staff member has given a formal commitment to retire, the University will not normally require the staff member to take long service leave during the last five (5) years of employment.

(18) Where a staff member makes a compelling case for the deferral of long service leave, because of firm plans to take such leave at a particular future time, the University may approve the deferral of long service leave.

Supervisor

(19) Meet with the staff member to discuss and agree the timing of long service leave.

Apply for Recognition of Prior Service

Staff Member

(20) Apply to HR in writing and at the earliest possible time for the recognition of prior service. Note that, due to some limitations of the University's electronic payroll system, there may be delays associated with the reporting of accrued long service leave entitlements.

Human Resources Officer

(21) Confirm the prior service and calculate the staff member's long service leave entitlement.

(22) Advise the staff member, in writing, of the amount of service to be recognised.

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(23) Update the staff member's long service leave records accordingly.

Manage Unapproved Leave

Supervisor

(24) Where a staff member is absent without approval, contact the staff member directly without delay.

(25) Notify HR of such absences immediately and discuss the option to suspend payments pending resolution of the matter.

(26) Where an absence is regarded as abandonment of employment or misconduct, you may proceed with the relevant provisions of the Macquarie University Enterprise Agreements.

Section 4 - Guidelines

(27) Nil.

Section 5 - Definitions

(28) Commonly defined terms are located in the University Glossary. Definitions specific to this Procedure are contained in the Leave - Long Service Leave Policy.

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
Enquiries Contact	Nick Crowley Head, Employee Relations +61 2 9850 9768 Human Resources