



## Contents

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## 6. Portability of leave

- 6.1. Employees considering employment with another APS agency are responsible for contacting that agency and understanding the portability of leave entitlement provisions that would apply if employed with another agency.

## 7. Prior service for long service leave and personal leave purposes

- 7.1. Prior service with other government agencies may be recognised for long service leave purposes under the conditions specified in the [Long Service Leave \(Commonwealth Employees\) Act 1976](#). In most cases, prior service with a non-APS body (apart from the Parliamentary departments) will not be recognised for personal leave purposes. Employees with prior service that may be recognised should contact the HR section, who will obtain the necessary details from the former employer.

























## 19. Long service leave

- 19.1. Long service leave (LSL) is an entitlement determined under the [Long Service Leave \(Commonwealth Employees\) Act 1976](#) (LSL Act).

## Features of long service leave

- 19.2. LSL enables staff to take a longer period of paid leave from work after they have completed 10 years of service. Such leave provides staff with the opportunity to refresh themselves by taking a sustained break from the workplace and pursuing other interests.
- 19.3. Commission employees are covered by the provisions of the LSL Act and accrue their LSL credits in accordance with the provisions of the Act.
- 19.4. Staff are expected to plan their LSL well in advance and must seek approval from their supervisor. Before approving an employee's application, supervisors will need to discuss the application with the relevant senior officer (Executive Manager / ACCSB / HoO / Chairman) to ensure consideration of operational requirements and overall staffing needs. An employee should give their manager as much notice as possible of their wish to take long service leave.
- 19.5. Employees can view their LSL balance and approved periods of LSL in Aurion self-service (ESS), but cannot apply for LSL on Aurion ESS. To apply for LSL, an employee should use the Form at Appendix C (also available on [iNet](#)). Any employee considering applying for this leave might wish to discuss their options with the HR section first.
- 19.6. Employees qualify as follows:
  - Employees accrue three months full pay leave after ten years' service (continuous or aggregate), with an additional 0.3 of a month for each subsequent year (this equates to nine calendar days per year).
  - If an employee has part-time service, LSL accrues proportionately.
  - Prior service with Commonwealth or State employers may be recognised as service for LSL. Employees should check with HR section to determine eligibility under the LSL Act.
  - LSL is portable between APS Agencies and other Commonwealth employers.
- 19.7. Conditions associated with taking LSL are as follows:
  - LSL is measured in completed months and calendar days (i.e. not working days).
  - The minimum period for granting of LSL is seven consecutive calendar days, which includes any weekends and public holidays falling within the LSL period.
  - A 'standard' month for LSL purposes is considered to be 30 calendar days.
  - LSL may be taken at full or half pay or a combination of the two.
    - LSL at full pay must be taken in amounts of at least seven calendar days.
    - LSL may be taken at half pay, for periods of at least fourteen calendar days.
  - LSL cannot be anticipated (i.e. the employee must have credits to cover the proposed absence).

- Salary for a period of LSL may be paid as an advance on the payday prior to commencing the leave. Regardless of when the LSL was accrued, LSL is paid at the employee's current rate of pay.
- LSL can be totally pre-paid at the commencement of the leave or paid fortnightly as per usual pay procedures.
- LSL can be taken in conjunction with other types of leave such as annual leave, flex leave, or leave without pay. However:
  - It is not permissible to break what would otherwise be a single period of LSL (i.e. it is not permissible to take the combination 'LSL, annual leave, LSL').
  - Periods of LSL cannot be broken by other forms of paid leave (other than maternity leave), if the intent is to take advantage of public holidays during the other forms of leave. Similarly, separate periods of LSL, broken only by weekends or public holidays, should not be approved.
- An employee who is medically unfit for duty, has carer responsibilities or is eligible for compassionate leave while on LSL, and who produces satisfactory evidence, may apply for this alternate form of leave. LSL will be re-credited to the extent of the period of other leave granted.
- If an employee intends to take another form of employment during LSL, whether paid or unpaid, they should apply for permission under the normal processes for outside employment.

19.8. On separation from the APS or other eligible employment, LSL entitlements are paid out in lieu. The taxation treatment of that payment depends on a person's length of service and the reason for separation. The HR section can provide more details.





















