

University of South Australia



# **LONG SERVICE LEAVE FOR CASUALS GUIDELINES**

Human Resources Unit  
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## **1. OVERVIEW**

These guidelines reflect the preferred and accepted practices of the University and provide direction on the application, calculation and payment of long service leave for casual staff.

## **2. LEAVE ENTITLEMENT**

Staff members who have ten (10) years or more service are entitled to the following long service leave:

- ninety one (91) calendar days leave in respect of the first ten (10) years of service, calculated as nine point one (9.1) calendar days per completed year of service; and
- nine point one (9.1) calendar days leave in respect of each subsequent year of service.

Ex-SACAE, professional, document services, security and grounds staff will be entitled to fifteen (15) calendar days of long service leave in respect of the sixteenth and each subsequent year of effective service.

Entitlements will be calculated on a pro rata basis by averaging the weekly hours of work over the periods of casual employment, and expressed as full-time equivalent calendar days.

## **3. CALCULATION OF ENTITLEMENT**

### **3.1 Continuous Service**

Long service leave entitlements are calculated on the basis of continuous service with the University.

Continuous service with the University means service under a contract of employment or a series of contracts of employment.

Continuous service is not affected by:

- for academic staff, a break in service of less than two (2) months or a break in service as a result of the University timetable for end-of-year breaks;
- for professional staff, document services, security and grounds staff, a break in service of less than three (3) months.

Seasonal work that is regular and systematic may be recognised as service by application to the Director: Human Resources.

### **3.2 Effective Service Date**

Long service leave entitlements are calculated from a staff member's effective service date. The effective service date for a casual staff member is the date which is recognised in accordance with the criteria in this clause.

Service with another university or other employer with which the University has a reciprocal arrangement may be recognised provided that the time period between concluding work with the other university/employer and commencing with the University is:

- not more than two (2) months for academic staff; or

- not more than three (3) months for professional, document services, security and grounds staff.

Staff that convert from casual employment to continuing or fixed term employment have their casual service recognised for purposes of calculating accrued long service entitlements.

### **3.3 Hours of Work**

Academic (non research) staff are traditionally paid a rate for the delivery of services that encompasses additional hours of work. For example, a staff member who is contracted for a one hour normal lecture is expected to perform a further two additional hours of work. Calculation of the long service leave entitlement for these staff is based on the total hours worked as specified in their Employment Agreement. Appendix 1 provides an example of the method of calculation.

Academic research staff are paid an hourly rate hour that reflects the actual hours worked. Calculation of the long service leave entitlement for these staff is based on the contracted hours. Appendix 2 provides an example of the method of calculation.

Professional, document services, security and grounds are paid a rate per hour that reflects the actual hours worked. These staff work different hours per day to academic staff. Appendix 3 provides an example of the method of calculation for these staff.

### **3.4 Rate of Pay**

Academic (non-research) casual staff will be paid at their current rate of pay in proportion to the hours worked in each classification during the preceding three (3) years. Appendix 1 provides an example of the method of calculation.

For academic research, professional, document services, security and grounds staff the rate of pay will be the higher of the most recent casual contract classification or the average during the preceding three (3) years.

## **4. TAKING LONG SERVICE LEAVE**

Long service leave shall be taken at times and for periods agreed upon by the staff member entitled to the leave and the Manager of the Division/School/Unit in which the staff member is employed. The minimum period of time for which a staff member can be absent on long service leave is seven (7) calendar days.

Once a casual staff member has completed ten years service, an application to take long service leave can be made at any time.

Ordinarily casual staff opt to cash-in their accrued long service leave entitlement (as provided by clause 5 of this Procedure because:

- they do not normally accumulate a long period of long service leave compared to staff employed on an on-going basis;
- they are generally engaged to meet a specific need for a specific period of time making absence on long service leave difficult to accommodate; and

- a staff member must not, while on long service leave, engage in any other employment with the University.

## **5. CASHING IN LONG SERVICE LEAVE**

### **5.1 Application Process**

A staff member with ten (10) years service may apply to receive a payment in lieu of their long service leave entitlement (i.e. cashing in).

A written request must be made to Payroll Services using the Cashing in Long Service Leave Application form HRIS 022 available from the Human Resources web site.

Long service leave is recorded and taken (or paid) in calendar days. Therefore seven (7) long service leave days is equivalent to one (1) week's salary (i.e.: 5 working days). Staff must apply to cash in their long service leave in calendar days.

The staff member's long service leave entitlement balance will decrease by the number of calendar days that the staff member nominates on the HRIS 022 form. Once payment is made a staff member has no further claim to the part of their entitlement that was paid to them in cash.

### **5.2 Payment**

Payment will be made by Payroll Services in the first available pay following the receipt of the request. Payment will be made to the staff member's ordinary bank account as held on the payroll system. If payment is to be made to an alternative bank account the staff member must include instructions and necessary bank account details with the initial request.

The payment will be taxed at the staff member's marginal rate of tax.

Receiving a cash payment for long service leave will increase the staff member's total taxable income for the financial year in which it is paid. This may have an affect upon any taxation benefits that the staff member receives.

Independent financial and taxation advice should be sought prior to making a request for a long service leave cash-in payment.

## **6. PAYMENT ON TERMINATION OF EMPLOYMENT**

On termination of employment a staff member who has completed seven (7) years service is entitled to payment for accrued long service leave.

Other than as provided in clause 3 above, termination of employment includes a break in continuity of service of more than two (2) months.

## APPENDIX 1 – ACADEMIC (NON RESEARCH) STAFF LSL ENTITLEMENT

### Step 1. Calculating the LSL Entitlement

Average standard days per annum	=	(313/12)	x	10	=	260.83
		<i>fortnights per annum</i>		<i>working days</i>		
Standard hours per day	=	7.5				
FTE days worked	=	Total Hours worked/Standard hours per day				
FTE years of service	=	FTE days worked/Average standard days per annum				
LSL Entitlement	=	FTE years of service x 9.1 calendar days				

The following example shows the calculation required to determine the LSL entitlement for a casual academic (non research) staff member.

Paid Hours	Classification	Additional hours per paid hour	No of hours worked (contracted hours)	Total hours worked
115	UALECB	2	3	345
340	UATUT	2	3	1020
500	UAMRDQ	0	1	500
35	UALECS	4	5	175
			<b>Total</b>	<b>2040</b>

Total hours worked	=	2040		
FTE days worked	=	2040/7.5	=	272 FTE days
FTE years of service	=	272/260.83	=	1.04282 years
LSL calendar day entitlement	=	1.04282 x 9.1	=	9.49 calendar days
LSL working day entitlement	=	9.49 x 5/7	=	6.78 working days
LSL entitlement	=	6.78 x 7.5	=	50.85 hours

### Step 2. Calculating the LSL Payment

LSL for casual academic (non research) staff is paid at their current rate of pay in proportion to the hours worked in each classification during the preceding three years. Using the example above, this is illustrated as follows:

Paid hours	Classification	Factor	No. of hours worked	Percentage of total work
115	UALECB	3	345	16.91
340	UATUT	3	1020	50.00
500	UAMRDQ	1	500	24.51
35	UALECS	5	175	8.58
			<b>2040</b>	<b>100%</b>

LSL entitlement will be paid as below:

UALECB	50.85 x 16.91%	=	(8.60 hours * UALECB rate of pay) / factor
UATUT	50.85 x 50.00%	=	(25.43 hours * UATUT rate of pay) / factor
UAMRDQ	50.85 x 24.51%	=	(12.46 hours * UAMRDQ rate of pay) / factor
UALECS	50.85 x 8.58%	=	(4.36 hours * UALECS rate of pay) / factor

## APPENDIX 2 – ACADEMIC RESEARCH STAFF LSL ENTITLEMENT

Average standard days per annum	=	$(313/12)$	x	10	=	260.83
		<i>fortnights per annum</i>		<i>working days</i>		
Standard hours per day	=	7.5				
FTE days worked	=	Hours worked/Standard hours per day				
FTE years of service	=	FTE days worked/Average standard days per annum				
LSL Entitlement	=	FTE years of service x 9.1 calendar days				

The following example shows the calculation required to determine the LSL entitlement for a casual academic research staff member who has worked a total of 2646 hours.

Total hours worked	=	2646				
FTE days worked	=	$2646/7.5$	=	352.8 FTE days		
FTE years of service	=	$352.8/260.83$	=	1.352605 years		
LSL calendar day entitlement	=	$1.352605 \times 9.1$	=	12.31 calendar days		
LSL working day entitlement	=	$12.31 \times 5/7$	=	8.79 working days		
LSL entitlement	=	$8.79 \times 7.5$	=	65.92 hours		

**APPENDIX 3 – PROFESSIONAL, DOCUMENT SERVICES, AND SECURITY STAFF LSL ENTITLEMENT**

Average standard days per annum	=	(313/12)	x	10	=	260.83
		<i>fortnights per annum</i>				<i>working days</i>
Standard hours per day	=	7.35 (security 12.25)				
FTE days worked	=	Hours worked/Standard hours per day				
FTE years of service	=	FTE days worked/Average standard days per annum				
LSL Entitlement	=	FTE years of service x 9.1 calendar days				

The following example shows the calculation required to determine the LSL entitlement for a casual professional or document services staff member who has worked a total of 5250 hours.

No. of hours worked	=	5250			
FTE days worked	=	5250/7.35	=	714.2857 FTE days	
FTE years of service	=	714.2857/260.83	=	2.73851 years	
LSL calendar day entitlement	=	2.73851 x 9.1	=	24.92 calendar days	
LSL working day entitlement	=	24.2 x 5/7	=	17.8 working days	
LSL entitlement	=	17.8 x 7.35	=	130.83 hours	

**NOTES:**

1. Professional, Document Services, Security and Grounds staff will accrue 15 days per year after 15 years of service.
2. The illustration above is an example only, and must be adjusted for those casual security staff who may be rostered to work 12.25 hour shifts.