

LONG SERVICE LEAVE PROCEDURE

SCOPE

This procedure applies to all fixed-term and continuing staff of Monash University’s Australian campuses, herein collectively referred to as ‘you’ for the purpose of this procedure. In certain circumstances, casual or sessional staff may also accrue long service leave.

This procedure does not apply to honorary or adjunct appointees.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#) or the Monash University Enterprise Agreement ([Trades and Services Staff - Building and Metal Trades Staff\) 2009](#) or the Monash University Enterprise Agreement ([Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#) as applicable to you in accordance with the relevant Enterprise Agreement. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

Monash University (‘us’, ‘our’ or ‘we’) encourages staff to establish a balance between their personal and working lives. To assist staff achieve a work life balance, it is recommended that staff take long service leave once it is accrued.

This procedure outlines conditions specific to long service leave, including entitlements and the procedure for taking long service leave.

1. Long service leave entitlements

- 1.1 After ten years of recognised continuous service, if you are an academic or professional staff member on a continuing or fixed-term appointment, you are entitled to 13 weeks’ paid long service leave and 1.3 weeks for each additional year of service.
- 1.2 After seven years of recognised continuous service, if you are a trades and services staff member on a continuing or fixed-term appointment, you are entitled to 9.1 weeks’ paid long service leave and 1.3 weeks for each additional year of service.
- 1.3 In certain circumstances, service as a casual or sessional staff member may count as service for long service leave in accordance with the relevant Enterprise Agreement. Inquiries should be directed to Access HR for referral to Payroll to assess.
- 1.4 Long service leave entitlements are detailed in the relevant Enterprise Agreement as follows:

The Monash University Enterprise Agreement (Academic and Professional Staff) 2019	<ul style="list-style-type: none"> • Clause 42 - Long Service Leave
The Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<ul style="list-style-type: none"> • Schedule 3(e) - Leave Entitlements (Long Service Leave) • Schedule 6(2) - Application of Long Service Leave
The Monash University Enterprise Agreement (Trades and Services staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005	<ul style="list-style-type: none"> • Schedule 3(f) - Leave Entitlements (Long Service Leave) • Schedule 5(3) - Application of Long Service Leave

2. Recognition of prior service for long service leave purposes

- 2.1 We will recognise prior service of up to 10 years with certain other employers for the purposes of long service leave. These employers and the conditions that apply to recognition of prior service are outlined in the relevant Enterprise Agreement.
- 2.2 In order to apply to have prior service with a previous employer recognised, you must complete a [Request for Recognition of Prior Service](#) form within 6 months of commencing employment with us. If the request is for recognition of prior service with an employer that is not explicitly listed in the relevant Enterprise Agreement, Monash HR must seek the approval of the Director, Workplace Relations before progressing the application any further.

3. Payment for long service leave

- 3.1 Long service leave is paid on full pay (on the ordinary rate of pay) however providing six months' notice is given, you may apply for long service leave to be paid at half pay for double the period of leave entitlement.
- 3.2 Variations to payment must comply with the relevant Enterprise Agreement. Approval to vary payment of long service leave from full pay (on the ordinary rate of pay) to half pay is subject to 3.1 above.
- 3.3 In certain circumstances and in accordance with the relevant Enterprise Agreement, you may be paid in advance for a period of long service leave.

4. Applying for long service leave

Notice period

- 4.1 You must take a minimum period of two weeks' long service leave on any one occasion.
- 4.2 For long service leave on full pay, you are entitled to choose the time for the leave provided that you give at least:
 - three months' written notice if you are an academic, professional, or building and metal trades and services staff; and
 - six months' written notice if you are a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff.
- 4.3 For long service leave at half pay, you may choose the time for the leave provided that you give at least six months' written notice. Where less than 6 written months' notice is given, you and your supervisor must reach agreement for the timing of the planned leave, taking into consideration the operational requirements of the University.

Application process

- 4.4 If you are eligible and wish to take long service leave, you should:
 - check your long service leave balance on [ESS](#) to ensure that there is sufficient leave balance for the period being contemplated;
 - discuss the timing of the planned leave with your supervisor, taking into account the operational requirements of the University;
 - provide advance notice in writing of the intended long service leave dates, complete an [Application for leave and special leave form](#) and submit the form to your supervisor.
- 4.5 Your supervisor will consider whether or not to endorse the request for long service leave and if endorsed, progress the form to the Sub-Faculty Dean or Head of Unit (MNHS), Dean or Executive Director (or delegate) for consideration for approval.
- 4.6 All leave approvals are subject to Monash HR verification that you have an entitlement to the leave requested, and that the leave is in accordance with the relevant Enterprise Agreement.

5. Excessive long service leave

- 5.1 We may direct you to take long service leave once you have accrued excessive long service leave balance if you are an academic or professional staff member or a building and metal trades and services staff member. For details of the threshold above which you may be directed to take long service leave and the conditions that apply, refer to the relevant Enterprise Agreement. If you are a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member with an excessive long service leave balance, we may deem you to be on long service leave.

6. Exiting the University and payment in lieu of long service leave

- 6.1 If you have qualified for long service leave in accordance with the relevant Enterprise Agreement, and your employment with the University is terminated, you will be entitled to payment in lieu of any outstanding long service leave entitlement. Refer to the relevant Enterprise Agreement for details.
- 6.2 If you are an academic or professional staff member and your employment with us is terminated and you owe an amount to us arising from your employment, we will set-off against and deduct that amount owing from any amounts payable to you by way of long service leave in accordance with [clause 26.4](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.

7. Breach of procedure

- 7.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the

University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

DEFINITIONS

ESS	An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.
Enterprise Agreement	<p>The Enterprise Agreement means the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 or the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 as applicable to the staff member in accordance with the relevant Enterprise Agreement. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 16 - Mode of Employment • Clause 22.2 - Severance Pay • Clause 26 - Payment of Salaries and Deductions • Clause 26.5 - Salary in advance for long service leave • Clause 38 - Definitions and General Conditions • Clause 42 - Long Service Leave • Clause 42.7 - Excess long service leave • Clause 42.9 - Payment in lieu of long service leave • Clause 42.10 - Recognition of casual service <p>Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 17 - Casual Employment • Clause 18.7 - Entitlement to Severance Pay • Clause 26 - Higher Duties • Clause 29 - Payments of Salaries and Deductions • Clause 29.4 - Salary in advance for long service leave • Clause 50 - Leave Entitlements • Schedule 3(e) - Application of Leave: Long Service Leave • Schedule 4 - Prior Service • Schedule 6, clause 2 - Application of Long Service Leave • Clause 2.2 of Schedule 6 - Excessive long service leave balance • Clause 2.4 of Schedule 6 - Payment in lieu of long service leave • Clause 2.5 of Schedule 6 - Recognition of casual service <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 15 - Part-time Employment • Clause 18 - Fixed-Term Employment • Clause 29 - Payment of Salaries and Deductions • Clause 29.4 - Salary in advance for long service leave • Clause 41 - Leave Entitlements • Clause 62 - Leave Entitlements of Seasonal Staff • Schedule 3(f) - Leave Entitlements (Long Service Leave) • Schedule 4 - Prior Service and Schedule 5 - Application of Leave • Clause 3.2 of Schedule 5 - Excessive long service leave balance • Clause 3.4 of Schedule 5 - Payment in lieu of long service leave
Service and continuous service	<p>Refer to:</p> <ul style="list-style-type: none"> • Clauses 3.2, 21.4, 22.7.4, 38 and 42 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 • Clauses 3 and 18.7.1-18.7.2 and Schedules 3(e) and 4 of the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 • Clauses 3 and 18.8 and Schedule 4 of the Monash University Enterprise Agreement (Trades and

	Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005
Supervisor	The person who is responsible for the day-to-day supervision of the staff member.

GOVERNANCE

Parent policy	Leave and wellbeing
Associated procedures	<ul style="list-style-type: none"> • Types of Leave (All Leave) <p>Procedure forms</p> <ul style="list-style-type: none"> • Application for leave and special leave form • Request recognition of prior service
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Operating Officer – 29 July 2020
Endorsement	Director, Workplace Relations – 29 July 2020
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Date effective	29 July 2020
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400