

POL 0003: Staff Annual and Long Service Leave Management

Purpose

To facilitate consistency throughout the organisation in administering the leave provisions for employees.

Reinforce the positive benefits of taking leave when it becomes due.

Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimise the accrual of leave and to reduce the financial liabilities of Council.

Scope

This Policy applies to all employees of the Shire of Esperance.

Definitions

N/A

Practice

Employees are entitled to Annual Leave and Long Service Leave consistent with the provisions of their relevant employment contract and/or Shire of Esperance Enterprise Agreement and the Local Government (Long Service Leave) Regulations (WA) (LGLSLR).

The primary reason for both annual and long service leave is to allow employees to rest and recuperate in order to remain fully productive. In order to ensure this, all employees should be encouraged to take leave as soon as practicable after it has accrued.

The Chief Executive Officer and/or Directors will endeavour to approve leave applications consistent with the employee's requirements, however, the requirement must be considered in the context of the organisation's commitments and its liability to meet its obligations.

Staff employed on a permanent basis, either full time or part time are entitled to accrue both Annual and Long Service Leave. Staff employed on a casual basis are not entitled to accrue Annual Leave but are entitled to accrue Long Service Leave.

Annual Leave

An employee should endeavour to take annual leave within one year from the date in which the leave is accrued.

In accordance with the Shire's Enterprise Agreement, employees can accrue up to eight weeks of leave. Should more than eight weeks of leave be accrued, the Shire can give notice to the employee that they are required to take leave.

Long Service Leave

Notwithstanding the provisions of the LGLSLR, the Shire of Esperance will allow an employee a period of up to one year after their Long Service Leave has come due to clear that leave.

Should an employee wish to carry over any portion of their entitlement after that one-year period a request must be submitted in writing to the Chief Executive Officer for approval.

Where commencement of the Long Service Leave has been postponed to meet the convenience of the employee beyond a period of six months after becoming entitled to take leave, the rate of payment for that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the 10 year and 6 month mark, unless agreed in writing between the Local Government and the employee.

.....End.....

Document Information

Responsible Position	Manager Human Resources
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Shire of Esperance Enterprise Agreement 2022*
- *National Employment Standards (NES)*
- *Local Government (Long Service Leave) Regulations*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2006	1		New policy	O0906-0868	Sept 2008
Sept 2007	2	D12/75			Sept 2009
Oct 2015	3		Change Policy to make compliant with the Shire of Esperance Enterprise Agreement and LSL Regulations	O1015-019	Oct 2017
Jun 2018	4	D16/29074	Rewording to make clear. Added point 3 under long service leave.	O0618-022	Jun 2020
Feb 2020	5		No change, laid on table for further discussion	O0220-046	
April 2020	6	D16/29074[v2]	Biennial review, no change.	O0420-109	Apr 2022
Nov 2021	7	D16/29074[v3]	Biennial review, no change.	O1121-202	Nov 2023
Nov 2023	8	D16/29074[v4]	Include reference to enterprise agreement	O1123-189	Nov 2025