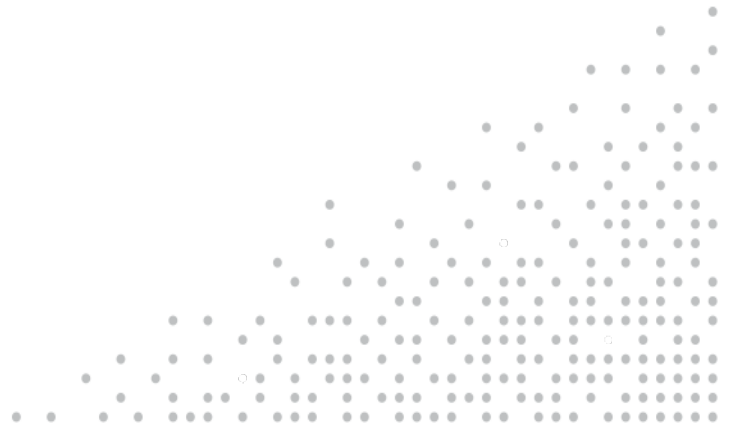




**Australian Government**  
**Department of Finance**



# Long Service Leave Policy

## 1. Authority for this policy

- [Department of Finance Enterprise Agreement 2019 \(EA\)](#)
- [Leave Policy](#)
- [Long Service Leave \(Commonwealth Employees\) Act 1976](#)

## 2. Purpose

- 2.1 Long Service Leave (LSL), which is paid leave, is provided in recognition of a prescribed period of continuous service under the [Long Service Leave \(Commonwealth Employees\) Act 1976](#).

## 3. Entitlement

- 3.1 A full-time employee with 10 years of continuous Commonwealth service is entitled to three calendar months of LSL or pro rata for part-time employees.
- 3.2 Casual employees may be entitled to long service leave which is determined in accordance with the [Long Service Leave \(Commonwealth Employees\) Act 1976](#).

## 4. Application

- 4.1 LSL requests should be submitted and approved through HUB.
- 4.2 Employees must, where possible, provide at least four weeks' notice to their manager of the intention to take long service leave.
- 4.3 Employees cannot access a pro-rated entitlement prior to completing 10 years of continuous government service, unless they are at least 55 years of age, with a minimum of 1 year of service, and are taking the leave immediately prior to retirement.
- 4.4 LSL must be taken on a calendar day basis and the period of absence is calculated by including any weekends, public holidays and/or annual closedown period falling within the period of LSL requested
- 4.5 An employee is not entitled to break periods of LSL with other forms of leave (paid or unpaid).

## 5. Rate of payment

- 5.1 Employees can take LSL at full pay or half pay.
- 5.2 Employees may request prepayment of their LSL.

## 6. Accrual

- 6.1 LSL accrues at the rate of 3/10s of a calendar month (nine calendar days) for each year of completed service. After 10 years of continuous government service full-time employees will have accrued 90 calendar days.
- 6.2 LSL accrues on a pro-rata basis for part-time employees.
- 6.3 Where more than 30 calendar days of leave not to count as service occurs in a year either the 10 year continuous government service date or a subsequent completed year of service date will be deferred by an equivalent period.

## 7. Granting leave

- 7.1 Delegates should approve LSL where there is no unreasonable impact on operational requirements.
- 7.2 An employee cannot be directed to take LSL.

## 8. Re-crediting Leave

- 8.1 Employees who are medically unfit, required to undertake carer's responsibilities or required to take leave for compassionate / bereavement reasons or community service leave for more than one day during a period of LSL, may seek to recover leave credits by applying for the appropriate leave and providing satisfactory evidence.

## 9. Transfer of long service leave

- 9.1 [Long Service Leave \(Commonwealth Employees\) Act 1976](#) provides for the transfer of entitlements to an approved public sector organisation.

## 10. Cessation

- 10.1 Upon leaving the Australian Public Service, an employee may be paid in lieu of any unused LSL according to the provisions of the [Long Service Leave \(Commonwealth Employees\) Act 1976](#).
- 10.2 The rate of pay will be the base salary unless the employee has received higher duties allowance for a period of at least 12 months immediately prior to the separation date, in which case the higher duties allowance will be included.
- 10.3 If the employee has acted at different classifications during that prior 12 months, the lower of the classifications will apply.

## 11. Payment in lieu

- 11.1 Entitlement to payment in lieu of accrued LSL is determined in accordance with the [Long Service Leave \(Commonwealth Employees\) Act 1976](#).
- 11.2 Employees with less than ten years, but more than 12 months continuous government service, may, in circumstances of retirement, retrenchment, invalidity retirement, resignation on medical grounds or death, be entitled to receive payment in lieu of accrued LSL on termination of their employment.

## 12. Resources

- [HR Delegations](#)

## 13. Document Control

Version number	Date of issue	Process owner	Author	Approved by	Brief description of change
Revision	May 2021	Employee Relations	HR Branch	A/g AS, HR Branch	General revision in line with EA 2019