



LONG SERVICE LEAVE POLICY

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Introduction

South West Arts Inc is committed to meeting its legal obligations in relation to long service leave.

This policy applies to all permanent full-time and part-time employees.

Casual or volunteer employees are not entitled to long service leave.

Purpose

This policy outlines the entitlements for accrual of long service leave, as well as the guidelines for making an application for long service leave.

Policy

Long service leave shall be determined in accordance with the legislation applicable in the State in which an individual is employed, except for employees who are covered by a Federal Award. In this case, the provisions of the award will apply.

Payment for long service leave is at the ordinary rate applying at the time of the employee taking leave.

Responsibilities

It is the responsibility of the **Executive Officer and Board** to:

- adhere to the provisions of the relevant legislation or Award/Agreement provisions for long service leave;
- ensure all applications for long service leave are processed for employees.

It is the responsibility of all **Employees** to:

- adhere to the provisions of the relevant legislation or Award/Agreement provisions for long service leave
- initiate leave applications for long service leave by completing the appropriate documentation for approval.

Procedure

Applications for long service leave are to be submitted to the Executive Officer.

Employees are requested to provide a minimum of four weeks notice before the commencement of long service leave.

Upon receiving an application for leave, the Executive Officer is required to forward their authorisation to Payroll for processing.

If the employee decides to cancel their leave prior to the commencement of the leave, they are required to notify the Executive Officer and Finance and Administration Officer immediately in writing.

Long service leave payments will be paid at the employee's current ordinary rate of pay at the time of commencing the leave.