



LONG SERVICE LEAVE APPLICATION PROCEDURES

PURPOSE

This document sets out some procedures to be applied in the event of an application from staff members to the BVCG Committee of Governance for Long Service Leave.

BACKGROUND

After a period of service, employees are entitled to a period of paid leave from their employer. The basic equation for Bass Valley Community Group Inc (BVCG) employees paid under the SACS Award is that after 10 years of service, an employee is entitled to three months/13 weeks paid leave¹.

The two documents that set out the entitlement and conditions for employees of the BVCG are:

1. *Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010* and
2. *Victoria's Long Service Leave Act 2018*

The collective agreement states that it should be read in conjunction with long service leave legislation and: "The provisions of this agreement will prevail to the extent of any more generous inconsistency." The collective agreement also states that: "Unless agreed by the employer an employee must give six months' notice of intention to take long service leave."

The legislation indicates that an employer should respond to an application as soon as possible.

An employer can reject an application for business purposes.

PROCEDURES

Introduction

The BVCG Committee of Governance confirmed at its meeting of 11th December 2018 that it would directly retain ie not delegate, its authority to deliberate on staff applications for Long Service Leave.

¹ The equation is somewhat more complex depending on when employees commenced employment. However at the BVCG, employees commenced employment after 4 December 2008, when the entitlement to 1.3 weeks per year of service was introduced.



BASS VALLEY COMMUNITY GROUP INCORPORATED

Bass School Road, Bass Vic 3991

Employees can apply for long service leave as it comes due. This is to be done through a letter addressed to the Committee of Governance and delivered to the Secretary.

The letter will include the basis for claiming the leave and the specifics of the request eg date of commencement of employment, how much leave is requested, when the leave will be taken etc.

The Committee will discuss any applications at its scheduled regular meeting following the receipt of the letter.

Deliberation

The Committee will consider applications on their merit with particular regard to the impact on the business.

In the event that the Committee believes that the application could be modified to have a lesser impact on the business, eg taking the leave in longer or shorter parts or at a different time, the Committee may propose changes to the applicant for resubmission at the next meeting.

A guiding principle of the application process for Long Service Leave will be that it is a negotiated arrangement, with both parties looking at flexibility and accommodation.

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: January 2019

Date of Policy January 2019
Date of Next Review June 2021