



## STATEWIDE GROUP TRAINING (SA) INC

### LONG SERVICE LEAVE POLICY

#### **PURPOSE:**

Full-time, part-time or casual staff (excludes Apprentices and Trainees) employed by Statewide Group Training (SA) Inc (SGT) are entitled to long service leave under the terms and conditions of the National Employment Standards and Long Service Leave Act 1987 (SA).

#### **SCOPE:**

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, and casual.

#### **POLICY:**

Employees who have completed 10 years' continuous service with SGT are entitled to either take a period of leave, or cash out all or a part of their accrued entitlement to 13 weeks' long service leave. On the completion of each subsequent year of continuous service after the first 10 years, an additional 1.3 weeks' long service leave is accrued and available to be taken, as well as being available to be cashed out.

Employees who have completed at least 7 years, but less than 10 years' service are entitled to a pro rata payment for long service leave, based on 1.3 weeks for each completed year of service, upon termination of their employment contract, unless they unlawfully terminate it or their contract was terminated for serious and wilful misconduct.

All entitlements to long service leave, including pro rata entitlements on termination, are based on completed year of service only.

#### *Taking of Long Service Leave*

All applications for long service leave must be made on the Application for Leave form and approved by the appropriate manager/supervisor, prior to the employee commencing a period of long service leave.

Long service leave is to be taken at a mutually agreed time between SGT and the employee; however, other than in exceptional circumstances, at least one (1) months' notice is required by the employee of their intention to take accrued long service leave.

As provided for in the Long Service Leave Act 1987 (SA), SGT may direct an employee to take the whole or a portion of their accrued long service leave once it falls due, by giving the employee at least sixty (60) days' notice in writing, stipulating when the period of long service leave will commence and cease.

The minimum period of long service leave to be taken at any one time will be as arranged between the employee and the CEO.

Prior to the employee taking their accrued long service leave, Statewide Group training will provide the employee with the Schedule 2 – Notice to Worker – Taking Leave form as stipulated in the Long Service Leave Regulations 2002, which details their amount of leave accrued, the dates of commencing and finishing the leave that has been approved, together with the balance of accrued leave remaining at the completion of the period of leave taken.



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Cashing Out of Long Service Leave

Employees who have accrued an entitlement to long service leave are entitled to cash out all or part of their accrued leave, if an individual agreement to that effect is able to be made with SGT. Any such agreement must be recorded in writing, signed by both parties and a copy kept on the employees' Personnel File.

Any employee who would like to cash out their accrued entitlement after the completion of 10 years' service must provide a written request to their manager/supervisor, stating how many weeks' long service leave they wish to cash out. Written requests should be made as soon as possible to enable budgets to be prepared.

Upon the employee cashing out their accrued long service leave, SGT will provide the employee with a Schedule 3 – Notice to Worker – Cashing Out form as stipulated in the Long Service Leave Regulations 2002, which details their amount of leave accrued, the dollar amount of the payment made in lieu of the leave being taken, together with the balance of accrued leave remaining after the payment in lieu has been made.

Records

Comprehensive and accurate records of all leave taken and/or cashed out, together with copies of any agreements made for the cashing out of long service leave, must be kept and maintained at all time. Employees must have reasonable access to the records and be able to determine the status of their accrued entitlements at any time.

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**Reference:**

National Employment Standards  
Long Service Leave Act 1987 (SA)

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023

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