ORIENTEERING NSW INC.

Staff Employment - LSL	ONSW Manual **11.**

1 Purpose

ONSW employs staff. Their entitlements to long service leave (LSL) under relevant employment law and administration of those entitlements should be specified.

2 Scope

Employment legislation indicates that in general all employees in NSW become entitled to long service leave (LSL) after ten years of continuous service. This applies to both permanent and casual employees. The entitlement is two months (8.43 weeks) after ten years continuous service, and a further one month (4.21 weeks) after each further period of five years continuous service. In determining the length of service normal annual leave is counted but approved absences such as leave without pay do not count.

The two-month LSL entitlement is to be normally taken as one or two periods of paid leave, paid at the employee's current rate and weekly hours of work including Super Guarantee Charge and normal allowances, if any. Subsequent LSL entitlements are taken as a single period of paid leave.

When an employee with more than 10 years' service resigns the balance of any accrued LSL entitlement, calculated as above, is paid out. The Act also provides for a pro-rata entitlement after five years, if the employee resigns as a result of:

- illness,
- incapacity or
- domestic or other pressing necessity.

If the employee leaves before 5 years' service there is no entitlement to LSL.

3 Requesting LSL

ONSW expects that any employee desiring to take LSL, shall apply to the ONSW Executive with at least 1 month's notice, so that alternative staffing arrangements can be made to cover the absence. The application and approval shall be in writing and recorded in the employee's employment record.

4 Administration

4.1 Keeping up to date with relevant legislation, record-keeping and appropriate communication with staff about LSL is the responsibility of the ONSW Payroll Officer under the oversight of the Finance Director.

4.2 The Finance Director ensures that the ONSW financial liability for any accruing LSL is recorded in the ONSW balance sheet.

New policy adopted by ONSW Board 28 September 2021