



<b>LONG SERVICE LEAVE POLICY</b>		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 6/07/2017
Effective Date: 1/09/2018	Revision # V6	Reviewed By: PRCM Committee	Date Reviewed: 7/08/2018
Compliance: Long Service Leave Act 1976 (Tas) Department of Justice approvals for five year exemptions to certain provisions of the Long Service Leave Act 1976 (Tas). Refer to letters dated 10 July 2017 and 7 August 2017.			

### Purpose

The purpose of this policy is to ensure all employees of the Archdiocese of Hobart ('Archdiocese') receive their entitlements to Long Service Leave (LSL), in accordance with the Long Service Leave Act 1976 (TAS) including benefits resulting from exemptions to certain provisions in the Act due to the Archdiocese providing more generous entitlements.

The current five-year exemption applies from 7 August 2017 to 7 August 2022.

### Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

### Policy

Long Service Leave entitlements for all employees of the Archdiocese are provided under the Long Service Leave Act 1976 (TAS).

In recognition of the significant contribution and commitment that long serving employees make to the organisation, the Archdiocese provides enhanced entitlements to the statutory entitlements set out in the Act.

The more generous entitlements are summarised as follows:

1. Employees who have completed 10 years of continuous employment are entitled to 13 weeks of long service leave.
2. For each additional 5 years of continuous service employees are entitled to a further 6.5 weeks long service leave (1.3 weeks' long service leave is accrued in respect of each additional year of continuous employment).
3. Employees can take long service leave in more than two periods as long as each period of leave is no less than two weeks. The Department of Justice has noted that they expect employees to be encouraged and supported to take the leave as one or two periods.

The entitlement (set out in 1, 2 and 3 above) is applicable for all provisions of the Act.

## **Roles and Responsibilities**

The Archdiocesan Business Manager and the TCEO Director, are respectively accountable for the implementation of this policy.

All employees are responsible for ensuring that they abide by the policy.

Managers are responsible for the pro-active management of matured LSL accruals and to plan for LSL with an employee who has accrued 13 weeks.

## **Definitions**

**Long Service Leave (LSL):** is a leave entitlement granted to employees for 'long service' to an employer. Entitlements are contained in state legislation, federal awards or agreements.

## **Related Documents**

Financial Management Policy

## **Changes to this policy**

The Archdiocese will review this policy from time to time and updates are available on the website.

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## **Policy approved by:**

Most Rev Julian Porteous, Archbishop of Hobart,  
11 August 2018