

Long Service Leave: Recognition of Prior Service - Procedures

Section 1 - Purpose and Scope

Purpose

(1) These Procedures set out Southern Cross University's requirements for recognising prior service for the purpose of long service leave.

Scope

(2) These Procedures apply to Southern Cross University employees (not including casual employees).

Section 2 - Procedures

(3) Where an employee commenced employment with Southern Cross University on or after 1 January 1974, their long service leave entitlement will be calculated to include prior continuous service with any recognised Australian university, provided that:

- a. There is not more than two months break between the cessation of employment with a releasing university and the commencement of employment with Southern Cross University.
- b. Any period of long service leave taken while employed by a previous university employer will not be recognised by Southern Cross University.
- c. The prior service was continuous paid full-time or part-time service.
- d. Periods of casual employment will not be recognised for purposes of prior service.

(4) The only prior continuous service with other Australian universities recognised by Southern Cross University will be that which has been recognised by the releasing institution.

(5) Prior service with organisations other than Australian universities will not be recognised even where it has been recognised by the releasing institution.

(6) Broken periods of service during employment with the releasing university will be recognised provided breaks between employment periods do not exceed two months.

(7) For any period which the employee has been paid the monetary value on termination by a previous university employer, such prior service will not accrue a long service leave entitlement, but will be included as qualifying service for determining when the employee is eligible to take long service leave and at what rate the long service leave will accrue.

(8) Where prior long service leave has been recognised, unless approved by the Head of Work Unit, professional employees will be required to serve at least 12 months with Southern Cross University and academic employees will be required to serve at least three years with Southern Cross University before being permitted to take accrued long

service leave.

Status and Details

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Responsible Executive	Kim Franks Vice President (People and Culture)
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