

## YMCA Geelong- Long Service Leave Fund Policy



### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 131-G	24/06/2014	24/06/2014	APPROVED

### 1. LONG SERVICE LEAVE FUND POLICY

#### 2. INTRODUCTION

YMCA Geelong ensures that all employees will be entitled to long service leave (LSL) in accordance with the provisions of the relevant long service leave legislation, including the Long Service Leave Act 1992 (Victoria).

#### 3. POLICY

The LSL entitlements are described in the following Agreements:

Staff Agreement 2008: [Clause 33 Long Service Leave](#)

Except where otherwise stated within this clause, Employees will be entitled to long service leave in accordance with the provisions of the relevant long service leave legislation, excluding sections 87, 90 and 93 of the Long Service Leave Act 1992 (Geelong).

33.2 An Employee who completes 7 years of continuous service with the Employer will be entitled to pro rata long service leave based on the accrual rate in the relevant long service legislation.

33.3 An Employee who completes 10 years of continuous service with the Employer will be entitled to long service leave of 10 weeks.

33.4 Upon the completion of a subsequent 5 years of continuous service (ie. a total service of 15 years) with the Employer, an Employee will be entitled to an additional 4 weeks paid long service leave, or pro-rata based on this same accrual rate if employment ceases prior to 15 years of service.

33.5 Upon the completion of each subsequent 5 years of continuous service (ie. 20 years and above) with the Employer, an Employee will be entitled to an additional 4 and 1/3rd weeks paid long service leave, or pro-rata based on this same accrual rate if employment ceases after 10 years of continuous service.

33.6 An Employee who remains in the employment of the Employer must take his or her long service leave within 18 months of its accrual, unless otherwise mutually agreed.

33.7 Long service leave is portable from any YMCA Employer in the state of Geelong, providing that the service with the YMCA is continuous by the Employee moving directly from employment with one Geelong YMCA Employer to another Geelong YMCA Employer.

33.8 For the purpose of this clause "continuous service" with the YMCA means the same as set out in the relevant long service leave legislation.

Managers Agreement 2009: [Clause 30 Long Service Leave](#)

30.1 Except where otherwise stated within this clause, Employees will be entitled to long service leave in accordance with the provisions of the relevant long service leave legislation.

30.2 An Employee who completes 7 years of continuous service with the Employer will be entitled to pro rata long service leave based on the accrual rate in the relevant long service legislation.

30.3 An Employee who completes 10 years of continuous service with the Employer will be entitled to long service leave of 10 weeks.

30.4 Upon the completion of a subsequent 5 years of continuous service (ie. a total service of 15 years) with the Employer, an Employee will be entitled to an additional 4 weeks paid long service leave, or pro-rata based on this same accrual rate if employment ceases prior to 15 years of service.

30.5 Upon the completion of each subsequent 5 years of continuous service (ie. 20 years and above) with the Employer, an Employee will be entitled to an additional 4 and 1/3rd weeks paid long service leave, or pro-rata based on this same accrual rate if employment ceases after 10 years of continuous service.

30.6 An Employee who remains in the employment of the Employer must take his or her long service leave within 18 months of its accrual, unless otherwise mutually agreed.

30.7 Long service leave is portable from any YMCA Employer in the State of Geelong, providing that the service with the YMCA is continuous by the Employee moving directly from employment with one Geelong YMCA Employer to another Geelong YMCA Employer.

30.8 For the purpose of this clause "continuous service" with the YMCA means the same as set out in the relevant long service leave legislation.

All Cost Centres will make monthly contributions to a LSL Fund as determined annually by the Corporate Service Manager.

Accruals are to commence for staff after 5 years of Service and the rate is 4/5<sup>th</sup> of weekly wage per annum.

#### **4. DEFINITIONS**

LSL- Long Service Leave

#### **5. SCOPE**

This policy is applicable to The YMCA's Christian Association of Geelong Inc.

## 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Finance	Corporate Services Manager to determine LSL contribution collection process each year undertakes review process on accordance with legislative changes and renewal of the staff and management employment contracts.  Establish system for collection of LSL funding, and acquittal annually.
Payroll co-ordinators	To establish and ensure the Payroll make LSL payments as required and ensure the system for recording LSL is reviewed and monitored.
Managers	Approve LSL entitlement and staff's access to LSL
Managers	Budget for LSL

## 7. MONITORING, EVALUATION AND REVIEW

The policy shall be reviewed on a three year cycle or in accordance with legislative review.

The Corporate Services Manager will provide reporting in the LSL Fund to the Board or delegated sub-committee and provide annual reporting against LSL liability and fund balances and forecasts for future funding requirements.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- [Staff Agreement 2008](#)
- [Managers Agreement 2009](#)
- [Long Service Leave Act 1992 \(Victoria\)](#)

Approved by: YMCA Geelong Board

Meeting number and date: 24/06/2014

Resolution number: Item 11

Effective date: 1<sup>st</sup> July 2014

Review date: 24/06/2017

Policy Owner: CEO

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy template included scope, monitoring and evaluation clauses.
V2	24/06/2014	Shona Eland	Updated the provision for accrual of LSL "after 5 years of service 4/5 <sup>th</sup> of a week wage is accrued per annum".

As adopted by the YMCA of Geelong Inc. on 24/06/2014



Acting Chief Executive Officer YMCA Geelong Inc.