

University of South Australia



LONG SERVICE LEAVE FOR CASUALS GUIDELINES

People, Talent and Culture Unit
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CONTENTS

1.	OVERVIEW	3
2.	LEAVE ENTITLEMENT	3
3.	CALCULATION OF ENTITLEMENT	3
	3.1 Continuous service	
	3.2 Effective service date	
	3.3 Hours of work	
	3.4 Rate of pay	
4.	TAKING LONG SERVICE LEAVE	4
5.	CASHING IN LONG SERVICE LEAVE	5
	5.1 Application process	
	5.2 Payment	
	APPENDIX 1 ACADEMIC (NON RESEARCH) STAFF LONG SERVICE LEAVE ENTITLEMENT	6
	APPENDIX 2 ACADEMIC RESEARCH STAFF LONG SERVICE LEAVE ENTITLEMENT	7
	APPENDIX 3 PROFESSIONAL AND SECURITY STAFF LONG SERVICE LEAVE ENTITLEMENT	8

1. OVERVIEW

These guidelines provide guidance on the application, calculation and payment of long service leave for casual staff. These guidelines are to be read in conjunction with Clause 40, Long Service Leave in the *University of South Australia Enterprise Agreement 2019* (the Agreement).

2. LEAVE ENTITLEMENT

Staff members who have ten (10) years or more service are entitled to the following long service leave:

- sixty-five (65) working days leave in respect of the first ten (10) years of service, calculated as 6.5 working days per completed year of service; and
- 6.5 working days leave in respect of each subsequent year of service.

Ex-SACAE, professional, security and grounds staff will be entitled to 10.71 working days of long service leave in respect of the sixteenth and each subsequent year of effective service.

Entitlements will be calculated on a pro rata basis by averaging the weekly hours of work over the periods of casual employment, and expressed as full-time equivalent working days.

3. CALCULATION OF ENTITLEMENT

3.1 Continuous Service

Long service leave entitlements are calculated on the basis of continuous service with the University.

Continuous service with the University means service under a contract of employment or a series of contracts of employment.

Continuous service is not affected by:

- **Academic staff** - a break in service of less than two (2) months or a break in service as a result of the University timetable for end-of-year breaks;
- **Professional staff - security and grounds staff:** a break in service of less than three (3) months.

Seasonal work that is regular and systematic may be recognised as service by application to the Executive Director: People, Talent, Culture (PTC).

3.2 Effective Service Date

Long service leave entitlements are calculated from a staff member's effective service date. The effective service date for a casual staff member is the date that is recognised in accordance with the criteria in this clause.

Service with another university or other employer with which the University has a reciprocal arrangement may be recognised provided that the time period between concluding work with the other university/employer and commencing with the University is:

- not more than two (2) months for academic staff; or
- not more than three (3) months for professional, security and grounds staff.

Staff that convert from casual employment to continuing or fixed term employment have their casual service recognised for purposes of calculating accrued long service entitlements.

3.3 Hours of Work

Academic (non research) staff are traditionally paid a rate for the delivery of services that encompasses additional hours of work. For example, a staff member who is contracted for a one-hour normal lecture is expected to perform a further two additional hours of work. Calculation of the long service leave entitlement for these staff is based on the total hours worked as specified in their Employment Agreement. Appendix 1 provides an example of the method of calculation.

Academic research staff are paid an hourly rate hour that reflects the actual hours worked. Calculation of the long service leave entitlement for these staff is based on the contracted hours. Appendix 2 provides an example of the method of calculation.

Professional, security and grounds are paid a rate per hour that reflects the actual hours worked. These staff work different hours per day to academic staff. Appendix 3 provides an example of the method of calculation for these staff.

3.4 Rate of Pay

Academic (non-research) casual staff will be paid at their current rate of pay in proportion to the hours worked in each classification during the preceding three (3) years. Appendix 1 provides an example of the method of calculation.

For academic research, professional, security and grounds staff the rate of pay will be the higher of the most recent casual contract classification or the average during the preceding three (3) years.

4. TAKING LONG SERVICE LEAVE

Long service leave shall be taken at times and for periods agreed upon by the staff member entitled to the leave and the supervisor. The minimum period of time for which a staff member can be absent on long service leave is one (1) working day.

Once a casual staff member has completed ten years service, an application to take long service leave can be made at any time.

Ordinarily, casual staff opt to cash-in their accrued long service leave entitlement (as provided by clause 5 of this Procedure) because:

- they do not normally accumulate a long period of long service leave compared to staff employed on an on-going basis;
- they are generally engaged to meet a specific need for a specific period of time making absence on long service leave difficult to accommodate; and
- a staff member must not, while on long service leave, engage in any other employment with the University.

5. CASHING IN LONG SERVICE LEAVE

5.1 Application Process

A staff member with ten (10) years service may apply to receive a payment in lieu of their long service leave entitlement (i.e. cashing in). A payment in lieu of long service leave made in this context is by agreement with the staff member in accordance with clause 40.27 of the Enterprise Agreement.

Use the online [Cashing in Long Service Leave Application form](#).

Long service leave is recorded and taken (or paid) in working days. Staff must apply to cash in their long service leave in working days.

The staff member's long service leave entitlement balance will decrease by the number of working days that the staff member nominates on their application form.

5.2 Payment

Payment will be made by Payroll Services in the first available pay following the receipt of the request. Payment will be made to the staff member's nominated bank account as held on the payroll system.

The payment will be taxed at the staff member's marginal rate of tax.

Receiving a cash payment for long service leave will increase the staff member's total taxable income for the financial year in which it is paid. This may have an affect upon any taxation benefits that the staff member receives.

Independent financial and taxation advice should be sought prior to making a request for a long service leave cash-in payment.

APPENDIX 1 – ACADEMIC (NON RESEARCH) STAFF LSL ENTITLEMENT

Step 1. Calculating the LSL Entitlement

$$\begin{aligned} \text{Average standard days per annum} &= (313/12) \times 10 = 260.83 \\ &\text{fortnights per annum} \times \text{working days} \\ \text{Standard hours per day} &= 7.5 \\ \text{FTE days worked} &= \text{Total Hours worked} / \text{Standard hours per day} \\ \text{FTE years of service} &= \text{FTE days worked} / \text{Average standard days per annum} \\ \text{LSL Entitlement} &= \text{FTE years of service} \times 6.5 \text{ working days} \end{aligned}$$

The following example shows the calculation required to determine the LSL entitlement for a casual academic (non research) staff member.

Paid Hours	Classification	Additional hours per paid hour	No of hours worked (contracted hours)	Total hours worked
115	UALECB	2	3	345
340	UATUT	2	3	1020
500	UAMRDQ	0	1	500
35	UALECS	4	5	175
			Total	2040

$$\begin{aligned} \text{Total hours worked} &= 2040 \\ \text{FTE days worked} &= 2040 / 7.5 = 272 \text{ FTE days} \\ \text{FTE years of service} &= 272 / 260.83 = 1.04282 \text{ years} \\ \text{LSL entitlement} &= 1.04282 \times 6.5 = 6.78 \text{ working days} \\ \text{LSL entitlement} &= 6.78 \times 7.5 = 50.85 \text{ hours} \end{aligned}$$

Step 2. Calculating the LSL Payment

LSL for casual academic (non research) staff is paid at their current rate of pay in proportion to the hours worked in each classification during the preceding three years. Using the example above, this is illustrated as follows:

Paid hours	Classification	Factor	No. of hours worked	Percentage of total work
115	UALECB	3	345	16.91
340	UATUT	3	1020	50.00
500	UAMRDQ	1	500	24.51
35	UALECS	5	175	8.58
			2040	100%

LSL entitlement will be paid as below:

$$\begin{aligned} \text{UALECB} & 50.85 \times 16.91\% = (8.60 \text{ hours} * \text{UALECB rate of pay}) / \text{factor} \\ \text{UATUT} & 50.85 \times 50.00\% = (25.43 \text{ hours} * \text{UATUT rate of pay}) / \text{factor} \\ \text{UAMRDQ} & 50.85 \times 24.51\% = (12.46 \text{ hours} * \text{UAMRDQ rate of pay}) / \text{factor} \\ \text{UALECS} & 50.85 \times 8.58\% = (4.36 \text{ hours} * \text{UALECS rate of pay}) / \text{factor} \end{aligned}$$

APPENDIX 2 – ACADEMIC RESEARCH STAFF LSL ENTITLEMENT

Average standard days per annum	=	$(313/12)$	x	10	=	260.83
		<i>fortnights per annum</i>				<i>working days</i>
Standard hours per day =		7.5				
FTE days worked	=	Hours worked/Standard hours per day				
FTE years of service	=	FTE days worked/Average standard days per annum				
LSL Entitlement	=	FTE years of service x 6.5 working days				

The following example shows the calculation required to determine the LSL entitlement for a casual academic research staff member who has worked a total of 2646 hours.

Total hours worked	=	2646				
FTE days worked	=	$2646/7.5$	=	352.8	FTE days	
FTE years of service	=	$352.8/260.83$	=	1.352605	years	
LSL entitlement	=	1.352605×6.5	=	8.79	working days	
LSL entitlement	=	8.79×7.5	=	65.92	hours	

APPENDIX 3 – PROFESSIONAL, AND SECURITY STAFF LSL ENTITLEMENT

Average standard days per annum = $(313/12) \times 10 = 260.83$
fortnights per annum x working days

Standard hours per day = 7.35 (security 12.25)

FTE days worked = Hours worked/Standard hours per day

FTE years of service = FTE days worked/Average standard days per annum

LSL Entitlement = FTE years of service x 6.5 working days

The following example shows the calculation required to determine the LSL entitlement for a casual professional staff member who has worked a total of 5250 hours.

No. of hours worked = 5250

FTE days worked = $5250/7.35 = 714.2857$ FTE days

FTE years of service = $714.2857/260.83 = 2.73851$ years

LSL entitlement = $2.73851 \times 6.5 = 17.80$ working days

LSL entitlement = $17.8 \times 7.35 = 130.83$ hours

NOTES:

1. Professional, Security and Grounds staff will accrue 10.71 days per year after 15 years of service.
2. The illustration above is an example only, and must be adjusted for those casual security staff who may be rostered to work 12.25 hours shifts.