

Long Service Leave Policy

Overview

At NBN Co we are collaborative and flexible, we help each other reach out and do what's needed and have simple and efficient ways of doing things.

NBN Co recognises the importance of work life balance and encourages all employees to have regular leave for rest and relaxation.

Purpose

The intent of this policy is to inform employees of their entitlements in relation to long service leave.

Scope

This policy applies to all employees.

Policy

The provisions of this policy supplement relevant long service leave legislation. This policy should be read in conjunction with legislation appropriate to the State or Territory where an employee is employed.

Long Service Leave Entitlement

Eligible employees are entitled to thirteen (13) weeks long service leave after ten (10) years continuous service and 1.3 weeks per year thereafter on completion of each further five (5) years of service.

Accrual

Long service leave accrues when an employee is continuously employed by NBN Co and continues to accrue during periods of paid leave including defence force leave, annual leave and jury service leave.

Other periods of approved leave such as periods of leave without pay will not break continuity of service, but do not count as service for the accrual of long service leave.

Public Holidays and illness while on Long Service Leave

Public holidays are not deducted from long service leave.

Employees who are ill while on long service leave may have long service leave re-credited for the period of illness, subject to the provision of a medical certificate or statutory declaration to cover the period. The period of illness will be deducted from the employees personal/ carers leave balance.

Taking Long Service Leave

Long service leave can be taken after ten (10) years of continuous service with NBN Co.

Where practicable, an employee should apply for long service leave as far as possible in advance to allow for planning purposes. As a minimum, at least one months notice must be provided.

Managers will not unreasonably refuse a long service leave request, but will be entitled to take into account the operational requirements of NBN Co.

Online applications for Long Service Leave can be made through the HR Action Centre.

Long Service leave can be taken in one month periods or as the full balance. One month means one calendar month.

NBN Co may require employees to take their available long service leave. In this case, at least one month's notice must be given to an employee, unless a greater period is required under the State or Territory legislation and if so an employee must take that leave as soon as practicable.

Payment for Long Service Leave

When on long service leave, employees will be paid at the ordinary base rate of pay of the employee.

This does not include any separate entitlements, such as incentive-based payments and bonuses, loadings or monetary allowances.

Employees may apply to take their long service leave at half pay.

Part-time employees are paid long service leave at their ordinary rate, pro-rated to reflect the actual period of service. Long service leave accrued as a part-time employee will be paid on the basis of the average hours worked for all service as a part-time employee. This will give an average of the weekly hours worked each year over the period of service as a part-time employee.

For employees who have accrued long service leave from a combination of full time and part time periods of service, any long service leave accrued as a full time employee will be paid on the basis of normal full-time hours (e.g. 38 hrs per week). Long service leave accrued as a part-time employee will be paid at their ordinary rate pro-rated to reflect the actual period of service.

Cashing out of long service leave

There are significant differences in each State and Territory as to the circumstances where cashing out is permissible under the legislation. Should an NBN Co employee wish to cash out their Long Service Leave, the employee should contact the Human Resources Support Centre.

Leaving NBN Co

When an employee leaves NBN Co with more than ten (10) years' service they are eligible to receive payment for their accrued and untaken long service leave entitlement.

For those employees who leave NBN Co with between seven (7) and ten (10) years' service pro-rata long service leave will be paid.

For those employees with more than five (5) but less than seven (7) years' service, pro-rata long service leave will be paid where:

- ▶ the employee has retired as defined by NBN Co;
- ▶ NBN Co has terminated the employee's employment for reasons other than serious misconduct;
- ▶ the employee resigns on account of illness, incapacity or domestic or other pressing necessity; or
- ▶ the employee has passed away.

Roles and Responsibilities

Managers are responsible for:

- ▶ managing requests for leave within the operational requirements of NBN Co;
- ▶ planning and scheduling employee leave requirements in advance;
- ▶ ensuring all necessary documentation is completed;
- ▶ undertaking appropriate counselling of employees when leave standards and requirements are not met (e.g. unauthorised absences).

Employees are responsible for:

- ▶ their own attendance;

- ▶ providing adequate notice of planned long service leave;
- ▶ assisting their manager to plan and schedule leave requirements in advance;
- ▶ seeking and obtaining approval for planned long service leave from their manager.

The Human Resources Support Centre is responsible for:

- ▶ managing enquiries regarding long service leave; and
- ▶ processing leave applications for long service leave.

Further Information

Further information on the process to apply for leave can be found on the HUB.

Please contact your Manager or the Human Resource Support Centre if you require additional information in relation to this policy.