

Attachment One – Procedure

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

The following provisions are to apply in respect of long service leave:

- An application for leave is to be made through *myHR*, specifying if the leave is to be accessed on a full or half pay basis.
- Timely notice of the desire for leave is to be given by the employee.
- Employees are advised to seek advice from the Australian Taxation Office or their accountant/financial advisor regarding taxation implications for payments of long service leave on half pay or cashing out of long service leave.
- Existing employee options in relation to superannuation contribution levels (and proportionate employer contribution and benefit levels) are to apply. Employees are advised to contact their superannuation provider for advice regarding superannuation implications.
- The employee is to be given timely advice as to whether or not leave is approved.
- Granting of long service leave, including on a half pay basis, is subject to organisational convenience however requests for leave are not to be unreasonably refused.
- Leave may be taken up to the total amount of leave due as at the date of commencement of the leave, calculated by:
 - determining the total period of the employee's continuous service having regard to the provisions of this policy in respect of leave credited for service
 - determining the total long service leave entitlement appropriate to that period of continuous service
 - deducting from the total entitlement any long service leave previously taken and any entitlement forfeited as a result of disciplinary action
- When an employee becomes ill and is granted sick leave in lieu of long service leave, approval is granted in accordance with the Sick Leave HR Policy 04.
- When an employee is recalled from long service leave, the taking of the balance of the leave originally approved is not subject to any minimum period other than the minimum balance that can be taken is one day.