

Recognition of previous service

Policy Number: C55 (QH-POL-211)

Publication date: June 2020

Purpose: To outline entitlements for recognition of previous service for long service, sick and parental leave purposes.

Application: This policy applies to all Queensland Health employees.

Delegation: The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- *Hospital and Health Boards Act 2011*
- *Public Service Act 2008*
- Public Service Regulation 2018
- PSC (IR) Directive 12/18 – Recognition of Previous Service
- Director-General Memorandum – Recognition of prior Queensland Health service for sick leave and long service leave entitlements – Medical Officers – 25 June 2006

Related policy or documents:

- Parental Leave HR Policy C26 (QH-POL-187)
- Long Service Leave HR Policy C38 (QH-POL-163)
- Sick Leave HR Policy C64 (QH-POL-230)

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1 Policy statement

The Public Service Regulation 2018 applies the following ruling to all health service employees:

- PSC (IR) [Directive 12/18 - Recognition of Previous Service and Employment](#).

Any replacement directives issued dealing with substantially the same subject matter are to be applied to health service employees.

2 Application of directive

Directive 10/10 – Recognition of Previous Service and Employment applies to health service employees engaged on or after 1 July 2010.

Health service employees who commenced on or after 1 May 2008 and prior to 1 July 2010 are to refer to parts 1B and 2B of the Directive 10/10 schedule.

Recognition of prior service for health service employees who commenced prior to 1 May 2008 was determined under IRM 11.3-2 Leave - Sick and Long Service - Recognition of Previous Service.

3 Medical officers

Medical officers commencing employment with Queensland Health, and who have been previously employed by Queensland Health or an employer for which recognition is given for long service leave and sick leave entitlements, can request recognition of previous employment if the break in service between the periods of employment is in excess of 12 months but less than five years. This entitlement is applicable to medical officers who commenced employment with Queensland Health after 25 March 2006.

Recognition of previous service for long service and sick leave purposes is to be considered on a case-by-case basis. Medical officers who are eligible for recognition of previous service are to make a request in writing, including details of their former employment and position/s held and any other relevant information, including reasons for the previous cessation of employment with Queensland Health or recognised employer, to judge the merits of the case.

The purpose of this provision is to assist medical officers whose break in service was to undertake a training requirement or to pursue a career development opportunity of benefit to Queensland Health.

Standard policy and process applies to medical officers making application for recognition of previous service where periods of less than 12 months break in service apply. In instances of breaks in service of more than 12 months, the authority to either approve or not approve such requests is exercised by the relevant delegate.

History:

June 2020	<ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> – formatted as part of the HR Policy review – amended to update references and naming conventions – title updated to reflect amendment to PSC Directive 12/18 – application amended as a result of changes outlined in the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
May 2014	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy Simplification project. • Policy amended to update references and naming conventions.

March 2013	<p>Amended to:</p> <ul style="list-style-type: none"> • update section 7.1 – recognition of prior service directive an applied ruling under the Public Service Regulation 2008 effective 1 July 2012 • clarify applicable timelines under section 7.2 • establish assessment criteria for medical officers under section 7.3 • remove duplication contained in the Recognition of Previous Service and Employment directive.
November 2010	<ul style="list-style-type: none"> • Amended to reflect replacement Directive 10/10 – Recognition of Previous Service and Employment.
October 2009	<ul style="list-style-type: none"> • Developed as a result of the HR policy consolidation project.
Previous	<ul style="list-style-type: none"> • IRM 11.3-2 Leave - Sick and Long Service - Recognition of Previous Service

Attachment One – Application for recognition of previous service

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.

An employee seeking recognition of previous service is to contact their former employer to obtain a statement of service supporting the previous employment details. A Queensland Health statement of service form may be provided by the employee to the former employer for completion, or the former employer may provide their own completed service form or a statement on the former employer's letterhead.

Where a former employer has not recognised service for any previous employers, no service prior to the former employer is to be recognised.

As a minimum, any statement of service is to include the following details:

- employee's full name and date of birth
- employee's previous position title/s
- commencement and cessation date/s
- status (full-time/part-time/casual) and if not full-time, total hours worked
- any remaining leave balances at termination
- service/redundancy payments paid at termination
- contact details (e.g. officer's name, telephone, facsimile and email address).

When a statement of service form is used the form is to be stamped with the former employer's agency stamp.

The employee is to ensure all details provided by the former employer are accurate.

The employee is to forward their statement of service to the local Payroll Services unit for processing.