



Pay Group

## APPLICATION FOR LONG SERVICE LEAVE

### Section 1: EMPLOYEE DETAILS

Person ID  Family Name  Given Name(s)

Location  Location Number

Job Title  Classification

Telephone  E-mail

### Section 2: LEAVE DETAILS (All Employees to Complete)

Period of Leave: FROM  TO  Inclusive  Patterned Long Service Leave  
(Attach a full list of the dates for patterned LSL)

Total Calendar days  To comprise  Days at **full pay** and / or  Days at **half pay**

Is this application for Long Service Leave in lieu of Sick Leave?  Yes \*NOTE: Not available at half pay. Medical certificate must be attached.

PAYMENT OPTIONS: If long service leave is granted, I request to receive: (please mark with an x) (See reverse for details on options available)

Standard fortnightly payments **OR**  Payment in advance **OR**  Advanced payment split over two financial years

### EMPLOYEES WHOSE SERVICE INCLUDES PART-TIME SERVICE: Payment Entitlements: (See reverse for details on options available)

Average Rate **OR**  Full Time Rate **OR**  Nominated Percentage of Full Time Rate  %

*I hereby authorise all salary adjustments that may result from this leave application. I understand also, that I must obtain written approval before undertaking any employment whilst on this leave and that failure to do so may result in formal disciplinary action.*

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

### Section 3: RECOMMENDATION - SUPERVISING OFFICER

*I hereby recommend approval of this application for leave and verify the applicant's work pattern details as correct and current.*

Please print name

Position

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Section 4: PRINCIPAL/ PRESCHOOL DIRECTOR / LINE MANAGER APPROVAL: *Subject to Entitlement*

Please print name

Position

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Section 5: OFFICE USE

Entitlement available?

Yes  No

ENTERED BY	CHECKED BY
/ /	/ /

## NOTES FOR GUIDANCE IN THE USE OF THIS FORM

This form is for use by all department employees applying for long service leave.

It is the responsibility of applicants to know the details of their long service leave entitlements. Information on long service leave entitlements is available on the departmental web sites, including the appropriate Acts and Commissioner's Determinations.

Long Service Leave entitlements are noted in the 'Leave Entitlements' section on your Earnings Advice. For further information contact Shared Services SA Payroll via email on [Payroll05@sharedservices.sa.gov.au](mailto:Payroll05@sharedservices.sa.gov.au). Note that if the details contained within any application for long service leave fail to fit within the applicant's long service leave entitlements, the application will not be processed and may be returned to the site.

### Patterned Long Service Leave

Patterned Long Service Leave is where you elect to use single day/s of LSL on a periodical basis e.g. every Tuesday for a period of six weeks. Applications for patterned long service leave require this form to be submitted in conjunction with a listing of all the individual dates you wish to have leave.

Tick the box marked Patterned LSL and insert the first day of absence and the last day of Patterned LSL absence. Attach a complete list of each day absent during the period of this application.

### Long Service Leave in Lieu of Sick Leave

Long service leave in lieu of exhausted paid leave may be granted for periods of less than seven calendar days, provided that successive periods of long service leave for such purposes are not broken by non-working days. Such leave cannot be taken at half pay. An appropriate medical certificate must be provided for all applications of long service leave in lieu of sick leave.

### PAYMENT OPTIONS – All Employees

- **Standard Fortnightly Payments**  
Applicants selecting this option elect to be paid the salary to which they are entitled during such Long Service Leave in normal fortnightly payments.
- **Payment in Advance**  
Applicants selecting this option elect to be paid at the commencement of such Long Service Leave, the total salary which would be payable on the paydays falling during the currency of said leave. (NB: Where the period of the leave spans two financial years, this choice could result in a higher incidence of income tax for the year in which the leave commenced. For further details contact Shared Services SA Payroll.)
- **Advanced Payment Split Over Two Financial Years**  
Applicants may elect this option in such cases where the leave spans a financial year and selecting the Payment In Advance option will incur a higher incidence of income tax. This option allows for payment to be spread over each of the financial years involved, in proportion to the amount of leave applicable. The incidence of taxation is therefore similar to that for an election under the first option. When selecting this option, payment will be calculated and received in two amounts. The first payment due will be made on the payday immediately prior to the commencement of said leave and include salary up to the last pay day in the financial year. The second payment due will be made on the first payday falling in July and include salary up to the last pay day during the leave.

### ENTITLEMENT OPTIONS – Part-Time Employees

- **Average Rate**  
The average rate is based on accrued hours (Non School Sector Teachers) or fortnights (School Sector Teachers) per calendar day of leave which considers all changes in fraction of time during employment.
- **Full-Time Rate**  
Payment will be based on a full-time rate of pay. The entitlement reduction is based on the number of calendar days and hours/fortnights used. This option will result in a reduction to the average rate calculated in future.
- **Nominated Percentage of Full Time Rate**  
Payment will be based upon a nominated percentage of time per week as specified by the applicant. This option may also result in a reduction to the average rate calculated in future.

### WORKING WHILE ON APPROVED LONG SERVICE LEAVE

Employees taking Long Service Leave should note that undertaking other employment while on Long Service Leave without formal department approval may make them liable to disciplinary action.