Long Service Leave Policy & Procedure

December 2025

Our Values

The Uniting Church in Australia, Synod of South Australia values each of its employees and recognises that all interactions should be approached through a lens of justice and fairness, care and safety, intentional growth and encouragement and accountability. In this way, the Uniting Church strives for excellence in its stewardship of its people and seeks to value each individual and the unique skills, gifts and talents they possess.

Overview

This policy and procedure provide a framework for the use of long service leave entitlements for eligible employees in accordance with the South Australian Long Service Leave Act (SA) 1987.

Scope

This policy and procedure apply to all employees of the Uniting Church in Australia, Synod of South Australia. Presbyteries, Congregations and other Church Body employers are encouraged to adopt this policy for their workplace employees.

This policy and procedure replace all previous versions.

Definitions

Term	Meaning
Church Body	As per the definition of Body in the Uniting Church's Constitution, includes council, committee, department, college, board, agency or other institution *within* the bounds of UCASA: • Synod (Pirie St Office), Synod (Brooklyn Park) College Campus - Yarthu Apinthi, Uniting Venues SA, Uniting Aboriginal and Islander Christian Congress (UAICC), • Presbyteries, Congregations and Faith Communities.
Employee	Any person directly employed by the UCASA, or employed by a Church body on behalf of the Uniting Church in Australia, and remunerated for the work they undertake for their employer. An employment contract, an agreement between an employer and employee in accordance with the Fair Work Act 2009, is provided setting out the terms and conditions of employment, which includes minimum legal entitlements under the National Employment Standards (NES) and complies with any applicable industrial award, enterprise agreement or other registered agreement.
Executive Officer	An individual who is appointed to lead a UCASA ministry centre by the Synod or its Standing Committee, usually a person who has been delegated authority to make decisions on behalf of the UCASA and is accountable for the delivery of outcomes for a department, function or program within their ministry centre, and reports to the General Secretary.
Manager *(Leader/Supervisor)*	An individual appointed by an employer or governing council of a Church body, temporarily or permanently, to a supervisory role i.e. has work performance and workplace behaviour oversight of other personnel.
Personnel	Any person commissioned, employed and or engaged in, or contributes towards the planning/management/delivery of, and or are involved or participates in any functions, programs or activities associated with a Church body (includes Ministry Agent, Employee, Volunteer, Contractor, Member, Visitor, and Guest).
UCASA *(the Synod)*	Uniting Church in Australia, Synod of South Australia
Uniting Church *(the Church)*	The Uniting Church in Australia
Worker	As per the definition under Section 7 of the Work Health and Safety Act 2012 (SA), a worker is a person who carries out work for the Church body, including work as an employee, a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire company placed with a 'host employer', or as a (formal) volunteer. By this definition, a Ministry Agent who carries out work in any capacity directly for a Church body entity as a Person Conducting a Business or Undertaking (the PCBU) is considered a worker for that entity for the purposes under the WHS Act. The term 'work' is not defined in the model WHS laws and has its ordinary meaning.
Workplace	A place where work is carried out for the Church body and includes any place where a worker goes, or is likely to be, while at work. Generally this means in the context of the Church body, but may not be restricted to: • any place of worship within the bounds of UCASA • any UCASA property used by the Church body

Term	Meaning
	• any other property owned by The Uniting Church in Australia Property Trust (S.A.) • any other location or workplace (as defined by Section 8 of the Work Health and Safety Act 2012 – SA) where approved Church body work, activities or functions are being conducted.

Policy Principles

Full-time, part-time and certain casual employees are entitled to long service leave under the terms and conditions of the South Australian Long Service Leave Act (SA) 1987 ('the Act').

Full time employees generally accrue 1.3 weeks long service leave entitlements for each completed year of continuous service.

Part-time and casual employees accrue long service leave entitlements for each completed year of continuous service. However, for part time and casual employees, long service leave is calculated based on the average number of hours worked per week for the period of three years (156 weeks) of continuous service immediately preceding the period of long service being taken.

An employee who has completed (ten) 10 years of continuous service with UCASA will be entitled to either take, or 'cash out' the accrued entitlement to (13 weeks) long service leave. On completion of subsequent years of continuous service, an additional entitlement of 1.3 weeks of long service leave will also be allowed to be taken or 'cashed out' for each completed year of service.

Employees will be paid at their current ordinary rate of pay when taking or cashing out their long service leave (for casuals this includes the casual loading).

The treatment of long service leave on public holidays and entitlements for part-time employees should be confirmed with the Manager, Human Resources before applying for Long Service Leave.

Any period of annual leave, long service leave, paid or unpaid sick leave and workers compensation will count as service and not break continuity of service. Long service leave does not accrue during periods of some 'unpaid' leave types, including Leave Without Pay. (Refer to the Act or contact Human Resources for further details.)

Taking long service leave in anticipation of accrued entitlement

A permanent employee who has completed (seven) 7 years of continuous service with UCASA may apply to take a maximum of 50% of their pro-rata long service leave entitlement, in anticipation of their full entitlement accruing at (ten) 10 years.

This provision is intended to allow an agreement between UCASA (employer) and the eligible employee to be entered into in support of the eligible employee. Applications will be considered where the employee is able satisfactorily demonstrate that accessing their long service in anticipation will provide significant personal benefit, opportunity or support that would otherwise be unavailable to them.

Before considering an application in anticipation of accrued entitlement, an employee must access their other accrued leave entitlements available to them first.

Applications will be assessed on a case-by-case basis and UCASA confirms there remains no entitlement for employees to take long service before 10 years. UCASA retains the right to reject any such application to do so.

Employees may be required to produce suitable evidence in support their application to take a maximum of 50% long service leave in anticipation of accrued entitlement. Employees who fail to provide suitable evidence when requested may have their application denied.

Long service leave taken in anticipation of accrued leave will be paid at the employees' ordinary weekly rate of pay at the date taken (in the same way it would had the leave accrued). Personnel need to be aware that taking long service leave in anticipation of accrued entitlement will reduce their entitlement at (ten) years accordingly.

In the event that an employee takes long service leave in anticipation of their entitlement to that leave accruing, and prior to completing 10 years continuous service, the employee's employment with UCASA ceases (for any reason), UCASA may deduct from any remuneration payable to the employee on the termination of employment the difference between the amount paid to the worker under this clause and the amount of payment in lieu of long service leave (if any) to which the employee would have been entitled on the termination of their employment if they had not taken long service leave in accordance with this clause.

Taking Long Service Leave

Long service leave will be taken at a time that is mutually convenient for UCASA and the employee. The employee does not have to give a set number of days' notice; however, the worker should discuss with their employer a suitable time to take leave.

An employee who has completed (ten) 10 years of continuous service with UCASA will be entitled to take their accrued entitlement to (13 weeks) long service leave.

In accordance with this policy, a permanent employee who has completed (seven) 7 years of continuous service with UCASA may apply to take a maximum of 50% of their long service accrued, in anticipation of their accrued entitlement at (ten) 10 years. The General Secretary (or delegate) is responsible for approving this request on the recommendation of the employee's Executive Officer.

Ordinarily, the minimum period of long service leave approved is a two (2) week period, other than where there may be exceptional circumstances and agreement is reached for a lesser period of leave. ***Employer Direction:*** There may be circumstances where on reasonable grounds, UCASA may direct personnel to take the whole or a portion of accrued long service leave. In the first instance there will be consultation with the employee to determine the possibilities of an agreement of taking long service leave entitlements. However, where mutual agreement is unable to be reached of the long service leave to be taken, and operational or other business circumstances require that the leave is to be taken by the employee, the employer may direct the employee to take a period of long service leave, by giving at least 60 days' notice in writing, stipulating when the period of long service leave will commence and cease.

Personnel need to be aware that their Long Serve Leave entitlements will reduce over a period of time, should they reduce hours of work adjusting from for example full-time to part-time hours. Conversely, long service leave entitlements will increase if the employee adjusts from, for example, part-time to full-time hours.

Prior to taking employer directed long service leave, UCASA will provide employees with a “Form 2 - Notice to Worker” statement in accordance with the Long Service Leave Regulations 2017 (see Appendix).

Cashing out of long service leave entitlements

On resignation/termination

After seven (7) or more completed years of continuous service, unused long service leave entitlements will be paid out on termination of employment, in accordance with the Act. Note: Long service leave is not paid on part years of service.

Option of cashing out during continuing employment

After ten (10) years of completed years of continuous service, an employee may cash out their accrued entitlement to (13 weeks) long service leave. On completion of subsequent years of continuous service, an additional entitlement of 1.3 weeks of long service leave will also be allowed to be taken or ‘cashed out’ for each completed year of service.

A minimum period of long service leave cash out is a two (2) week period, other than where there may be exceptional circumstances and agreement is reached for a lesser period. Prior to cashing out long service leave, UCASA will provide employees with a “Form 3 - Notice to Worker” statement as stipulated in the Long Service Leave Regulations 2017 (see Appendix).

Employees are encouraged to seek independent advice regarding any (financial) implications of cashing out leave.

Transfer of Entitlements

In instances where an employee is transferred between one Church Body to another (e.g. between congregations or from congregational employment to the Synod or to a Presbytery or vice versa etc.), continuity of service arrangements for the purpose of long service leave entitlements may only be implemented on mutual agreement from all employing parties at the time of transfer.

If agreement is reached for continuity of service, unused long service leave entitlements with the outgoing employer are transferred to the new employer, and continue to accrue from the original commencement date with the outgoing employer. Prior to the transfer occurring, there needs to be agreement between the two (2) employers about the responsibility for funding the accrued entitlement at the date of transfer.

Responsibilities

The **Executive Officer, Resources** is responsible for:

- approval of, and amending, this policy and procedure, in consultation with the Manager, Human Resources and Executive Officers;

- ensuring that this policy and procedure will be constantly reviewed to maintain their relevance and integrity in line with appropriate legislation;
- ensuring that the contents of this policy and procedure are communicated to, and accessible to all employees.

General Secretary is responsible for:

- Approving the request based on reasonable grounds, of an Executive Officer or delegate, to direct an employee to take long service leave.

Manager, Human Resources is responsible for:

- reviewing and approving long service leave arrangements as required or for ad hoc matters that have been appropriately escalated;
- periodically assessing compliance with this policy and procedure to ensure consistency of application across all ministry centres.

Managers are responsible for:

- receiving, considering and assessing long service leave applications from employees in a timely manner;
- ensuring they and employees for whom they are responsible are aware of and comply with this policy and procedure;
- ensuring no critical disruption to the workplace (adequate staffing levels is maintained) when assessing and approving long service leave applications;
- forwarding to payroll all approved long service leave applications to be processed in a timely manner.
- in consultation with the Executive Officer and Manager Human Resources, consult with employees regarding the opportunities for the employee to take long service leave based on reasonable grounds
- in consultation with the Executive Officer, directing an employee to take long service leave as required and on reasonable grounds, with approval of the General Secretary.

Employees are responsible for:

- checking their long service leave entitlement eligibility and accrual with payroll prior to submitting long service leave applications or written requests to cash out long service leave.

Failure to comply with the policy

Employees should be aware that a failure to comply with the policy and procedure, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action.

Issue Resolution

Refer to the UCASA Grievance Policy procedures for further information

- [UCASA Grievance Policy]

Dissemination of Policy and Procedure

A copy of this policy and procedure will be made available to all employees. The intent of this policy and procedure will be explained to each new employee at their induction.

Monitoring and Review

This policy and procedure will be reviewed in accordance with legislation changes and UCASA review procedures.

Related Legislation and Documents

- Fair Work Act 2009
- Long Service Leave Act (SA) 1987
- Long Service Leave Regulation (SA) 2017

Procedure

Employee requesting to take long service leave

#	Action	Accountable	Timeframe
1	Confirm long service leave entitlement eligibility and accrual with Payroll, and discuss taking leave options with your manager/supervisor	Employee	Prior to completing leave application form
2	Complete and submit the Leave Application Form to your manager/supervisor	Employee	One (1) month prior to proposed leave start date
3	Review applications, taking into consideration: • employee's requested period of leave and accrual status • potential disruptions to the workplace Consult with stakeholders as required	Manager/Supervisor	As soon as reasonably practicable
4	Approved applications are communicated back to the employee and an authorised copy of the Leave Application Form is forwarded to Payroll for processing	Manager/Supervisor	Immediately following determination of leave application outcome
5	Update employee leave service record, and issue employee with "Form 2 - Notice to Worker"	Payroll	As soon as reasonably practicable
6	Process Leave	Payroll	At the next available pay run
7	Communicate rejected applications back to the employee providing relevant feedback	Manager/Supervisor	Immediately following determination of leave application outcome

Employer directing employee to take long service leave

#	Action	Accountable	Timeframe
1	Identifying the reasons for the employer's requirements of the employee to have to take leave.	General Secretary and Execuitve Officer in consultation with Human Resources	
2	Employer consultation with employee regarding the possibility of employee taking long service leave	Execuitve Officer Manager	
3	If the employee agrees to take long service leave, a leave form is to be submitted.	Manager Employee	Within the notice period of request for long service leave within this policy
4	If the employee is not willing to take long service leave at the time of consultation, and the reason for not doing so is unreasonable, the employer may direct the employee to take long service.	General Secretary Execuitve Officer	
5	Employer may direct the employee to take long service leave on reasonable grounds and with 60 days' notice to the employee, prior to the period of long service leave that the employee is being directed to undertake.	General Secretary Execuitve Officer	60 days' notice to the employee prior to the period of leave

Cashing out long service leave

#	Action	Accountable	Timeframe
1	Confirm long service leave entitlement eligibility and accrual with Payroll	Employee	Prior to submitting in writing your request to cash out long service leave
2	Submit in writing to your manager/supervisor your request to cash out long service leave providing relevant details	Employee	n/a
3	Review cash out requests and consult with stakeholders as required	Manager/Supervisor	As soon as reasonably practicable
4	Communicate approved requests back to the employee, and forward written authorisation to Payroll for processing	Manager/Supervisor	Immediately following determination of cash out request outcome
5	Update employee leave service record, and issue employee with "Form 3 - Notice to Worker"	Payroll	As soon as reasonably practicable
6	Process Cash out of long service leave	Payroll	At the next available pay run
7	Communicate rejected applications back to the employee providing relevant feedback	Manager/Supervisor	Immediately following determination of leave application outcome

Links

- Leave Application Form

Approval Authority

Approval and Review	Details
Approval Authority	Executive Officer, Resources
Advisory Committee to Approval Authority	Human Resources and Remuneration Committee
Administrator	Manager, Human Resources
Next Review Date	2028 (3-years)

Feedback

Employees may provide feedback about this policy and procedure by emailing resources@sa.uca.org.au or humanresources@sa.uca.org.au

Current Policy Approved: December 2025

Replaces: April 2024

First Issued: February 2008

Appendices

Form 2 - Notice to worker (section 10)

Long Service Leave Act 1987

To [insert worker's name]

Date to which notice relates [insert date]

You have an entitlement to the following amount of long service leave [insert entitlement expressed in weeks and, to express a fraction of a week, in hours].

The following amount of long service leave [insert long service leave amount expressed in weeks and, to express a fraction of a week, in hours] will commence on [insert date] and finish on [insert date].

At the completion of that leave, the balance of long service leave available to you will be [insert balance expressed in weeks and, to express a fraction of a week, in hours].

[Name of employer]

[Signature and designation of employer]

Date

> Note - This notice is to be provided to each worker prior to going on long service leave. (A copy of this notice must be retained with the worker's service record.)

Form 3—Notice to worker (section 10)

Long Service Leave Act 1987

To [insert worker's name]

Date to which notice relates [insert date]

You have an entitlement to the following amount of long service leave [insert entitlement expressed in weeks and, to express a fraction of a week, in hours].

A payment of [insert payment amount expressed in dollars and cents] is being made by agreement with you instead of [insert long service leave amount expressed in weeks and, to express a fraction of a week, in hours].

On the making of that payment, the balance of long service leave available to you will be [insert balance expressed in weeks and, to express a fraction of a week, in hours].

[Name of employer]

[Signature and designation of employer]

Date

Note - This notice is to be provided to each worker when payment is made instead of long service leave by agreement. (A copy of this notice must be retained with the worker's service record.)