

CP.28 Annual and Long Service Liability

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.5321
<i>Resolution Date</i>	28/05/2025
<i>Next Scheduled Review</i>	2027
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Local Government (Long Service Leave) Regulations 2024

OBJECTIVE

The purpose of this policy is to establish employee maximum annual and long service leave liabilities for the Shire of Northam.

SCOPE

Applies to all employees.

POLICY

Each year the accrued liability for annual and long service leave for that year is calculated on the presumption that all employees remain in service.

Annual Leave

Employees are to accrue no more than 40 days annual leave.

Employees with a balance over 40 days will be given a twelve month period to affect an arrangement to reduce their annual leave to below 40 days.

Long Service Leave

Employees are to take long service leave capped at 11 years and may be required to take the accrued LSL unless other agreed in writing by the Chief Executive Officer (CEO).

The CEO has the discretion to vary the conditions relating to annual and long service leave if one of the following conditions are met:

- a. A suitable leave plan is presented to the CEO;

- b. Due to the orderly carrying out of Shire business leave cannot be taken in as agreed by the CEO;
- c. Extenuating circumstances (e.g. pending retirement, pending major health issue that will require a significant recovery period).