

FINANCE / ACCOUNTING

F 4.7 Annual and Long Service Liability Policy

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| <i>Responsible Department</i> | Corporate Services |
| <i>Resolution Number</i> | C.3891 |
| <i>Resolution Date</i> | 18/03/2020 |
| <i>Next Scheduled Review</i> | 2022 |
| <i>Related Shire Documents</i> | N/A |
| <i>Related Legislation</i> | Local Government (Long Service Leave) Regulations 8 (2) |

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.

1. Annual Leave

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

Effective as of the date this policy is adopted by Council.

Current employees affected with a balance over 40 days will be given a twelve month period to effect an arrangement to reduce their annual leave to below the 40 days.

2. Long Service Leave

Employees are to take long service leave capped at 11 years, any future increases in pay beyond that date will not apply to the rate of pay when long service is taken.

Effective as of the date this policy is adopted by Council.

Current employees affected with a balance over the 11 years cap will be given a twelve month period to effect an arrangement to take their long service leave.

3. The CEO has the discretion to vary the conditions at clauses 1 and 2 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 accordance to clauses 1 & 2 and agreed by the CEO
 - c. Extenuating circumstances (e.g. pending retirement, major operation expected to be carried out, date pending).