



Long Service Leave Policy

Policy

The Beehive Montessori School encourages employees to establish a balance between their working and personal lives. The purpose of Long Service Leave (LSL) is to provide rest and recreation and to reward employees who have worked for the School for a long period of time.

Effective leave management is critical to the operation of the School. The Principal is accountable for all employees' leave (including their own) and is required to have leave management plans in place.

Background

All staff of the School accrue long service leave at a rate of 1.3 weeks for every year of continuous paid service. Staff who are engaged on a part-time basis (but are still continuous), receive an amount of LSL on a pro-rata basis.

Teachers are entitled to access their accrued long service leave (LSL) after 8 years of service with the School and non-teaching staff after 10 years of service.

Teachers may access their pro-rata LSL entitlements after 6 years in the first qualifying period and subsequent qualifying periods.

Non-teaching staff may access their pro-rata LSL entitlement after 8 years in the first qualifying period and subsequent qualifying periods.

Implementation

1. A staff member who is entitled to LSL will take the leave as soon as possible and within 2 years from the date of eligibility, at a time or times that are mutually convenient to the School and staff member.
2. If a staff member is ill or incapacitated for two or more consecutive working days while on LSL, the staff member shall be placed on personal sick leave and no deduction shall be made from LSL credits for the days in question, provided that a medical certificate from a registered health practitioner is submitted for the period of the illness.
3. If a public holiday occurs during the period that a staff member is absent on LSL, no deduction shall be made for that day from the LSL credits of the staff member.
4. In exceptional circumstances, operational requirements of a work area may prevent a staff member from clearing their LSL within two years of the entitlement becoming due. In these circumstances the School will approve an extension, mutually agreed between the School and the staff member.

The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

Tel: (08) 9383 1283 Email: admin@beehive.wa.edu.au beehive.wa.edu.au



5. Where eligible for LSL, a staff member may elect to cash out all, or a portion of their leave. In this instance the staff member must provide written notice to the School stating that she or he wishes to forgo the LSL in lieu of payment.
6. This Policy shall be overseen and implemented by the Principal.

Related Documents and Resources

Staff Handbook

Approved 24/06/24 by the Board Policy Committee. Next review due 24/06/26

The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

Tel: (08) 9383 1283 Email: admin@beehive.wa.edu.au beehive.wa.edu.au