

MANAGE LONG SERVICE LEAVE

Tips for Roster Managers

Would you like to learn how to support your staff to plan their long service leave whilst maintaining service delivery?

Here are a few tips to support you.

COMMUNICATE



Ensure staff are aware of their entitlements to long service leave, as well as the procedure for requesting and taking leave.

DISCUSS



Meet with the staff member to understand their preferences. Remind them to check on the impact taking long service leave may have on their pay.

DOCUMENT



Have staff complete and submit the leave request at least 4 weeks before their planned leave.

BALANCE CHECK



Check staff member's long service leave and annual leave balances. Have them take any excessive leave before long service leave.

ASSESS



Consider if service delivery can be maintained, ensuring fairness and equity. Follow local processes to confirm the approval.

NOTIFY



Notify the staff member of the outcome of their long service leave request as soon as possible.

UPDATE ROSTER



If approved, follow local procedures to confirm and update the roster and have documentation processed.

REPLACE



Determine if the staff member needs to be replaced to deliver the service. If you need to recruit a temporary replacement, allow sufficient time.