### What is my Long Service Leave entitlement?

A full time staff member with 10 years of service is entitled to 43.5 working days of leave on full pay. After completion of 10 years service, long service leave accrues at a rate of 10.75 working days per annum. Leave accrues on a pro rata basis for part time staff.

### How do I apply for Long Service Leave?

You can apply for long service leave via web kiosk or if you don’t have access to web kiosk you can use the long service leave form.

### How is Long Service Leave accrued?

From 01-March-2014, Long Service Leave will accrue in working days rather than calendar days.

### Does CSU recognise previous service for Long Service Leave purposes?

Previous service with CSU or its predecessor may count as service for accruing long service leave.

### If I have service recognised with another Australian University when can I take Long Service Leave?

An employee whose previous service with another Australian higher education institution is recognised for long service leave purposes shall be required to serve at least three (3) years with the Charles Sturt University before being permitted to take any accrued long service leave.

### What is the minimum period of Long Service I can take?

7 calendar days (5 working days from 1 March 2014) is the minimum amount of leave that can be taken.

### How much notice should I give to take Long Service leave?

At least 1 month’s notice is required when applying for long service leave. Approval will be dependent on operational needs. When 6 months notice is given, a staff member may take long service leave at a time of their choosing however an application must still be made. Staff are encouraged to discuss their LSL plans with their supervisor before making an application for Long Service Leave.

### Can my long service leave application be declined?

If you are an Academic Staff member, your application can be declined if the application is for a period of less than thirty (30) working days in a critical teaching period. A critical teaching period refers to the first four (4) weeks of the teaching session, and the four (4) weeks leading to the approval of grades of the teaching session, for employees who are engaged in teaching that session.

### Who can approve my Long Service Leave application?

Only Band 6 delegates and above can approve long service leave. However in web kiosk your direct supervisor will be able to recommend approval/rejection of the leave to the Band 6 line supervisor.

### Can I be directed to take Long Service Leave?

When a staff member has more than 6 months accumulated long service leave, the University may give written notice requiring that at least six (6) weeks long service leave be taken.

### Can I have my Long Service Leave paid out?

Yes, in cases of hardship if you have a long service leave entitlement of 1 month or more. You must elect a minimum of 1 month of accrued leave to be paid out. Staff are encouraged however to try to take their leave rather than opt for a lump sum payment. Apply via the Long Service Leave form.
| **As a casual staff member am I entitled to Long Service Leave?** | **Academic Staff** – yes, since the Enterprise Agreements of 26 October 2000 and;  
**Professional and General Staff** – yes, since the Enterprise Agreements of 22 November 2005.  
The standard service period for staff is 10 years of ‘continuous’ service.  
Continuity of service is broken when there is a break in service of 62 days or more. |
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