Long Service Leave - Employees with Permanent Part Time Service

Summary
This Information Bulletin ensures that staff in the NSW Health Service are aware that Long Service Leave (LSL) can now be taken and paid in accordance with an employee's current roster pattern/hours, provided their LSL entitlement has been accrued under a NSW Health Award.

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LONG SERVICE LEAVE – EMPLOYEES WITH PERMANENT PART TIME SERVICE

PURPOSE
This Information Bulletin is applicable to permanent part time (PPT) employees, fulltime employees with previous PPT service and fractional Staff Specialists (collectively ‘employees with PPT service’)

This Information Bulletin ensures that staff in the NSW Health Service are aware that Long Service Leave (LSL) can now be taken and paid in accordance with an employee’s current roster pattern/hours, provided their LSL entitlement has been accrued under a NSW Health Award.

This Information Bulletin does not apply to staff who accrue their entitlement to LSL under the Long Service Leave Act 1955.

KEY INFORMATION

NSW Public Health System Awards (the Awards) contain provisions entitling employees to LSL in accordance with the length of prior service. PPT employees are provided with LSL in the same proportion as their ordinary hours of work bear to full-time hours:

- Health Employees Conditions of Employment (State) Award
- Hospital Scientists (State) Award
- Public Health System Nurses' and Midwives' (State) Award
- Public Hospital Career Medical Officers (State) Award
- Public Hospitals (Professional and Associated Staff) Conditions of Employment (State) Award
- Public Hospital Medical Officers Award
- Public Hospitals Medical Superintendents (State) Award
- Staff Specialists (State) Award

PD2017_028 Leave Matters for the NSW Health Service sets out the administrative arrangements for the granting and taking of LSL.

EMPLOYEES WITH PERMANENT PART TIME SERVICE

Currently employees with PPT service taking LSL are provided with the same amount of time off as a full time employee with the same length service would receive and it is the rate of pay that is adjusted based on the full time equivalent (FTE) period of the PPT employee’s service. Sometimes the practical effect of this is that the employee’s weekly pay is less during a period of LSL than when they are working rostered shifts.

NSW Health recognises that some employees with PPT service taking LSL would prefer to be paid in accordance with their current rostered hours, rather than receive the same amount of time off as a full time employee at a reduced hourly rate.
Accordingly employees with PPT service are now able to elect to take their LSL at an adjusted monetary rate (LSL- Average Hours) or at their current rostered hours (LSL – Rostered hours).

The effect of a particular election will vary for individuals, based on their specific service and current roster pattern. However in general the following could apply:

- **LSL - Average Hours** provides the same amount of LSL days off that a full time person would receive, but the paid hours per week are reduced to reflect the FTE service
- **LSL - Rostered Hours** provides the same number of paid LSL hours per week as the current rostered hours per week, but the days of LSL are ‘used up’ more quickly

The attached fact sheets provide additional information about the elections and have links to a calculation tool to assist staff.

Neither election will alter or reduce the LSL entitlement provided by the relevant Award. Rights of Private Practice (RPP) drawings under the *Staff Specialists’ Determination 2015* will also be paid in accordance with the individual’s election. Employees will also retain the ability to take their LSL at half, full or double pay. LSL will continue to be accrued and debited in calendar days.

An approved leave form must be sent to HealthShare, noting the requested election – i.e. ‘Rostered Hours’ or ‘Average Hours ’– to ensure correct payment.

**ENQUIRIES**

Any enquiries concerning this Information Bulletin should be directed to the relevant Human Resource personnel in the Local Health District or other Health Service. Only Human Resource personnel from Local Health Districts and Health Services are to contact the NSW Ministry of Health.

**ATTACHMENTS**

1. Taking Long Service leave – Rostered Hours
2. Rostering Long Service leave – Fact Sheet
3. Long Service leave – Rostered Hours
Long Service Leave Rostered Hours

Background

There is no change to the accrual or entitlement to Long Service Leave.

When applying for Long Service Leave employees can now elect to be paid based on Average Hours or Current Rostered Hours.

The online leave form in Service Now and the manual leave application form will be amended to include an option for Long Service Leave Rostered Hours or Long Service Leave Average Hours. At this stage HealthShare will manually process however it is envisioned that some or all of the processing in StaffLink maybe automated in the future.

Long Service Leave Rostered Hours has been implemented to allow employees with Mixed Service or Permanent Part Time Service to determine the hours to be paid whilst on Long Service Leave. However this can also be utilised by Full-time employees.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>Employees Full Time Equivalent Service</td>
</tr>
<tr>
<td>LSL Duration Accrual</td>
<td>Length of time an employee can take off</td>
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<tr>
<td>LSL FTE Accrual</td>
<td>Is used to calculate the employee’s pay during their time off, based on</td>
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<tr>
<td></td>
<td>their FTE Service</td>
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<tr>
<td>Mixed Service Employees</td>
<td>Employees that have a combination of Full-Time and Part-Time Service</td>
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<tr>
<td>PPT</td>
<td>Permanent Part-Time employees</td>
</tr>
</tbody>
</table>

Current Provisions

Long Service Leave Average Hours

- In respect of PPT employees and fulltime employees with previous PPT service (referred to as mixed service), the long standing practice of NSW Health has been to allow a period of LSL based on the employee’s period of service and to adjust the monetary rate of payment based on the full time equivalent period of leave.
- Mixed Service employees and PPT employees will have the same duration accrual as a full time employee, but a lesser FTE accrual.
- In effect this means that these employees are entitled to the same amount of LSL days off as a fulltime employee would be entitled to (referred to as “duration”), however the hours per week that the employee is paid for are adjusted in accordance with the proportion that their full time equivalent service bears to fulltime service (referred to as “FTE accrual”).
- As a consequence of prioritising ‘pay’ over ‘duration’ as the point of proportionality, a significant number of employees with PPT and mixed service receive less pay during LSL than they would have received.
had they worked their usual rostered or contracted hours. This effect is increased where the weekly hours are low and/or where the PPT hours have varied widely over the period of service.

- Employees can continue to elect to have payment for LSL based on single pay, half pay or double pay. If the employee elects half pay or double pay, both LSL Duration Accrual and LSL FTE Accrual balances will be debited accordingly.

LA LSL Duration AWD debited is calculated based on the calendar days

LA LSL FTE AWD debited is calculated based on the following

\[(\text{LA LSL FTE AWD} / \text{LA LSL Duration AWD}) \times (\text{Award hours} /7) = \text{Average hours per day}\]

Average hours per day \(\times\) Calendar days = hours paid

Eg \((50/100) \times (38/7) = 2.71429\) Average hours per day \(\times\) 7 = 19 hours

Hours paid / \((38/7)\) = FTE debits

\[19 \div 5.42857 = 3.5 \text{ days}\]

Advantages

More days of leave available

Disadvantages

Possibility of being paid at a lower hours per week than current contract

New Provisions

Long Service Leave Rostered Hours

- This enables employees with Mixed Service or Permanent Part-time employees to determine the actual hours paid during a period of Long Service Leave.
- Employees can continue to elect to have payment for LSL based on single pay, half pay or double pay. If the employee elects half pay or double pay, both LSL Duration Accrual and LSL FTE Accrual balances will be debited accordingly.
LA LSL Duration AWD debited is calculated based on the following:

\[(\text{LA LSL FTE AWD} / \text{LA LSL Duration AWD}) \times (\text{Award hours} / 7) = \text{Average hours per day}\]

Hours paid / Average hours per day

Eg \((50/100) \times (38/7) = 2.71429\) Average hours per day
\(38 / 2.71429 = 14\) days

LA LSL FTE AWD debited is calculated based on the following

Hours paid / (Award hours /7)
Eg \(38 / (38/7) = 7\) days

Advantages

Being paid at current hours per week

Disadvantages

Likely to utilise entitlement quicker than Average Hours

**Tool for determining hours paid and leave utilised**

A tool has been designed to assist employees in determining the best option for taking Long Service Leave.

You will need to obtain the LA LSL Duration AWD and LA LSL FTE AWD Entitlements as at the first day of the absence i.e. (Change the effective date to the first day of the absence). (Refer to ESS and MSS Guides)

[LSL Tool](#)
Examples

Scenario 1 – A full time employee's entitlement

Employee has 20 years Service all Full-time and applies for 1 week LSL

LA LSL Duration AWD  211 days
LA LSL FTE AWD  211 days

Average Hours

Duration = 7 calendar days

FTE = (211/211) X (38/7) = 5.42857 hours
7 X 5.42857 = 38 hours
38 hours / 5.42857 = 7 days

Rostered Hours

As the employee elected to be paid 38 hours Rostered Long Service Leave

(211/211) X (38/7) = 5.42857 hours

Duration = 38 / 5.42857 = 7 days

FTE = 38 / 5.42857 = 7 days
# Taking Long Service Leave

Please ensure all yellow cells are completed.

| Start Date of LSL | 22/11/2018 |
| End Date of LSL   | 28/11/2018 |
| Calendar Days     | 7          |
| Rate of Pay       | Single Pay |
| (Half Pay, Single Pay, or Double pay) | 211 |
| LA LSL Duration AWD | 211 |
| LA LSL FTE AWD    |            |
| Full Time Award Hours Per week | 38 |
| If full-time Do you accrue an ADO? | Yes |

## LSL Average Hours (Current Process)

| LSL Average hours paid per week | 38.000 |
| LSL Average hours paid for the above date | 38.000 |
| LSL Duration to be deducted from balance | 7 | Remaining Entitlement | 294 |
| LSL FTE to be deducted from balance | 7 | Remaining Entitlement | 294 |

## LSL Rostered Hours (New Option)

| Rostered Hours | 40 | Paid Hours | 38 |
| LSL Rostered hours for the above dates | 40 | 38 |
| LSL Duration to be deducted from balance | 7 | Remaining Entitlement | 294 |
| LSL FTE to be deducted from balance | 7 | Remaining Entitlement | 294 |

As the hours elected to be paid are the same as the average hours you should apply for LSL ROSTERED HOURS.

This is an estimate based on the information entered. If the entered information is inaccurate, the results will also be inaccurate.
Scenario 2

Employee has 20 years Service 1st 10 years Part time 0.5 FTE and next 10 years Full-time and applies for 1 week LSL

LA LSL Duration AWD 211 days
LA LSL FTE AWD 136 days

Average Hours

Duration = 7 calendar days

FTE = \((136/211) \times (38/7)\) = 3.49898 hours
7 \times 3.49898 = 24.492 hours
24.492 hours / 5.42857 = 4.511 days

Rostered Hours

As the employee elected to be paid 38 hours Rostered Long Service Leave

\((136/211) \times (38/7)\) = 3.49898 hours

Duration = 38 / 3.49898 = 10.863 days

FTE = 38 / 5.42857 = 7 days
**TAKING LONG SERVICE LEAVE**

Please ensure all yellow cells are completed

| Start Date of LSL | 22/11/2018 |
| End Date of LSL   | 28/11/2018 |
| Calendar Days     | 7          |
| Rate of Pay       | Single Pay |
| (Half Pay, Single Pay, or Double pay) |        |
| LA LSL Duration AWD | 211       |
| LA LSL FTE AWD    | 136        |
| Full Time Award Hours Per week | 38         |
| If full-time Do you accrue an ADO? | Yes        |

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**LSL AVERAGE HOURS (Current Process)**

| LSL Average hours paid per week | 24.492 |
| LSL Average hours paid for the above dates | 24.492 |

| LSL Duration to be deducted from balance | 7 |
| LSL FTE to be deducted from balance | 4.511 |

Remaining Entitlement: 204
Remaining Entitlement: 131.489

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**LSL ROSTERED HOURS (New option)**

<table>
<thead>
<tr>
<th>Rostered Hours</th>
<th>Paid Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSL Rostered hours per week</td>
<td>40</td>
</tr>
<tr>
<td>LSL Rostered hours for the above dates</td>
<td>40</td>
</tr>
</tbody>
</table>

| LSL Duration to be deducted from balance | 10.863 |
| LSL FTE to be deducted from balance | 7 |

Remaining Entitlement: 200.137
Remaining Entitlement: 129

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*As you have elected to be paid ABOVE the average hours the leave deducted is INCREASED*

This is an estimate based on the information entered. If the entered information is inaccurate the results will also be inaccurate.
Scenario 3

Employee has 20 years service Part time 0.5 FTE and applies for 1 week LSL

LA LSL Duration AWD 211 days
LA LSL FTE AWD 61 days

Average Hours

Duration = 7 calendar days
FTE = \((\frac{61}{211}) \times (\frac{38}{7})\) = 1.56939 hours
7 \times 1.56939 = 10.985 hours
10.985 hours / 5.42857 = 2.023 days

Rostered Hours

As the employee elected to be paid 38 hours Rostered Long Service Leave

\((\frac{61}{211}) \times (\frac{38}{7})\) = 1.56939 hours

Duration = 19 / 1.56939 = 12.109 days

FTE = 19 / 5.42857= 3.5 days
### TAKING LONG SERVICE LEAVE

Please ensure all yellow cells are completed.

| Start Date of LSL | 22/11/2018 |
| End Date of LSL   | 28/11/2018 |
| Calendar Days     | 7          |

**Rate of Pay**

(Half Pay, Single Pay, or Double pay)

- Single Pay

**LSL Duration AWD**

- 211

**LSL FTE AWD**

- 61

**Full Time Award Hours Per week**

- 38

**if full-time Do you accrue an ADO?**

- NO

### LSL AVERAGE HOURS (Current Process)

| LSL Average hours paid per week | 10.985 |
| LSL Average hours paid for the above dates | 10.985 |

**LSL Duration to be deducted from balance**

- 7

| Remaining Entitlement | 204 |

**LSL FTE to be deducted from balance**

- 2023

| Remaining Entitlement | 58.977 |

### LSL ROSTERED HOURS (New option)

| LSL Rostered hours per week | 19 | 19 |
| LSL Rostered hours for the above dates | 19 | 19 |

**LSL Duration to be deducted from balance**

- 12.109

| Remaining Entitlement | 198.891 |

**LSL FTE to be deducted from balance**

- 3.5

| Remaining Entitlement | 57.5 |

**As you have elected to be paid ABOVE the average hours the leave deducted is INCREASED**

This is an estimate based on the information entered. If the entered information is inaccurate the results will also be inaccurate.
Taking Long Service Leave
Average Hours vs Rostered Hours

Background

When applying for Long Service Leave (LSL) under NSW Health Awards employees can now elect to be paid based on Average Hours or Rostered Hours.

These options allow employees with Mixed Service or Permanent Part Time Service applying for Long Service leave to be able to elect either

- their current pay (Rostered Hours); or
- their average pay (Average hours)

If you choose Rostered Hours, you will receive more money, but less time.

Full-time employees can also elect LSL Rostered Hours, however payment will not vary from Average Hours.

There is no change to the accrual or entitlement to Long Service Leave.

Average Hours

Average Hours has been the only option available to employees until this change. When you take LSL, and have or had permanent part-time service, your payment was calculated based on the proportion of full time equivalent years of service balance as compared to actual years of service balance.

Advantages
More days of leave available

Disadvantages
Possibility of being paid at lower hours per week than currently being paid

Rostered Hours

Rostered Hours allows you to be paid at your current Rostered Hours, however this could exhaust your LSL entitlement quicker.

If your LA LSL FTE AWD entitlement is less than LA LSL Duration AWD* and you elect to be paid your current Rostered Hours this will exhaust your LSL entitlement quicker. Your balances are available in Service now when you request leave or through Employee Self Service (ESS)

Q: Why would LA LSL FTE AWD entitlement be less than LA LSL Duration AWD?
A: This can be caused if your current rostered hours are higher than previous contracts or if you were part time in the first 10 years of service.

Advantages
Being paid at current hours per week
Taking Long Service Leave  
Average Hours vs Rostered Hours

Disadvantages
Possibility of utilising entitlement quicker than *Average Hours* would.

**To determine which type of LSL to take use the LSL Tool**

The link below will open a tool designed to assist you in determining which option for taking Long Service Leave is best for you.

[LSL Tool](#)

If you use the balances in Service Now these are the accruals as the end of the last pay period.

Note:
1. To obtain a more accurate estimate, you should log in to Employee Self Service (ESS) and obtain your leave balances (LA LSL Duration AWD and LA LSL FTE AWD Entitlements) as at the first day of the absence i.e. Change the effective date to the first day of your absence. Refer to ESS guide for further instructions on looking up your leave balances.
2. As this is a projection based on current contracted hours any future changes in contracted hours, actual hours worked or LWOP could affect the entitlements and therefore this is an estimate only.

**Applying for LSL Rostered Hours using the Manual Leave Form**

When applying for LSL Rostered Hours your roster is required to determine the hours to be paid. If you are part time or a full time employee that works shifts. You are required to attach a copy of your roster for the period of the leave. If your roster is not available you can still apply however once your roster is published you will need to submit the roster via email to HSNSW-payroll@health.nsw.gov.au enter Roster for LSL Rostered Hours, Full Name and Assignment Number in the Subject line.

**Further information**

[LSL Rostered Hours](#)

[Stafflink Employee Self Service Participant Guide](#)

Contact your local Workforce operations or Human Resources area for more information.
# TAKING LONG SERVICE LEAVE

Please ensure all yellow cells are completed

<table>
<thead>
<tr>
<th><strong>Start Date of LSL</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Date of LSL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Calender Days</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**Rate of Pay**

(Half Pay, Single Pay, or Double pay)

<table>
<thead>
<tr>
<th><strong>LA LSL Duration AWD</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>LA LSL FTE AWD</strong></td>
<td></td>
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</tbody>
</table>

**Full Time Award Hours Per week**

If Full-time Do you accrue an ADO?

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**LSL AVERAGE HOURS (Current Process)**

<table>
<thead>
<tr>
<th><strong>LSL Average hours paid per week</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LSL Average hours paid for the above dates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>LSL Duration to be deducted from balance</strong></td>
<td>0 Remaining Entitlement</td>
</tr>
<tr>
<td><strong>LSL FTE to be deducted from balance</strong></td>
<td>0 Remaining Entitlement</td>
</tr>
</tbody>
</table>

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**LSL ROSTERED HOURS (New option)**

<table>
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<tr>
<th><strong>Rostered Hours</strong></th>
<th><strong>Paid Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LSL Rostered hours per week</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>LSL Rostered hours for the above dates</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**LSL Duration to be deducted from balance**

| **LSL FTE to be deducted from balance** | 0 Remaining Entitlement |

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This is an estimate based on the information entered. If the entered information is inaccurate the results will also be inaccurate.