

# Long Service Leave

**ALL NAB EMPLOYEES, accrue Long Service Leave (LSL) at the rate of:**

- **Eight and two thirds weeks on completion of 10 years' service with NAB and**
- **0.866 weeks for each subsequent year of service**

## **PUBLIC HOLIDAYS**

Public holidays that fall within periods of LSL will be paid as Public Holidays.

## **HOW IS MY LENGTH OF SERVICE COUNTED?**

Your period of service is the period of time which you have worked for NAB under an unbroken contract of employment.

## **USING YOUR LSL**

You can access your accrued long service leave after you have completed at least 10 years' service. If it's reasonable, you are expected to take your long service leave entitlement as soon as practicable after you have accrued 15 years' service or 13 weeks of Long Service Leave. Business needs and requirements must be taken into consideration.

You can only be directed to take your Long Service Leave after you have reached 15 years' service.

## **BREAKING UP YOUR LSL**

Long Service Leave must be taken in one continuous period unless agreement is reached between NAB and yourself. It should not be taken in more than three separate periods in respect of the first thirteen weeks and in not more than two separate periods in respect of any subsequent period of entitlement.

If NAB agrees you can take all or part of your long service leave in different ways, including:

- double the time at half the pay (min period of leave is 2 weeks)
- half the time at double the pay (min period of leave is 2 weeks)
- in any number of periods as agreed between you and your People Leader

## **GENUINE AGREEMENT IS A KEY PRINCIPLE**

You and your People Leader should try to genuinely reach agreement on the timing and the period of your leave. Your ability to flexibly use long service leave should not be used in substitution of any other paid leave entitlements.

It's only in circumstances where agreement cannot be reached that your People Leader direct you to take long service leave by providing one month's notice to you.

To enhance People Leader accountability any direction to take LSL is required to be in writing.

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### **WHAT HAPPENS WHERE WE DON'T AGREE?**

Your agreement incorporates a mechanism for solving disputes. It involves trying to resolve problems at the lowest level first but also maps a process for escalation all the way through to conciliation and arbitration at the Fair Work Commission. You can refer to our Solving Problems at Work Factsheet or refer to Clause 64 of the NAB Enterprise Agreement.

### **WHAT'S MY PAY RATE WHILST ON LEAVE?**

Full-time employees who have been full time for the whole period of service, will be paid their actual TRP immediately prior to commencing leave.

Part-time employee who have been part-time for the whole of the period of service will be paid a weekly amount calculated by multiplying the average number of hours worked each week by the employee during the twelve months immediately preceding the taking of leave by the hourly rate of pay payable on that day.

For employees with combined periods of both full-time and parttime service entitlements will be paid with regard to hours worked in particular weeks during the qualifying period.

Formulas are available in Appendix B2 of the NAB Group Award 2002 or by contacting the Member Rights Centre on 1300 366 378.

### **FLEXIBLE PAYMENT OPTIONS**

You get a choice about how payments are made including:

- In advance for the whole of the period when you commence the period of leave
- At the same time payment would have been made if you remained on duty
- In any other way you can agree with NAB

### **ANNUAL LEAVE**

You do not accrue annual leave entitlements during periods of long service leave.

### **DOES PARENTAL LEAVE COUNT AS SERVICE?**

Periods of up to 40 weeks unpaid primary carer's leave taken after 23 July 2014 count as a period of service for the purpose of your long service

leave. Periods taken before this do not count. This accrual will be recognised when you get back to work.

### **DO I LOSE MY LEAVE IF I LEAVE NAB?**

Where you have completed 10 years' service with NAB your long service leave accrual is paid out, except in the case of serious misconduct.