

## LONG SERVICE LEAVE

### POLICY STATEMENT:

Logifix Freight Solutions is pleased and proud to have employees stay working with us for long periods of time, and as such, encourages the use of earned Long Service Leave (LSL), so an employee may take a significant period of paid time off work for relaxation and rejuvenation purposes.

Paid Long Service Leave is a legislative requirement under Australian law. Long Service Leave is regulated by each State Government and the state in which an employee works is the Long Service Leave legislation that applies.

### PROCEDURE:

#### 1. Eligibility & Accrual

- a. All full time and part time employees are eligible to accrue paid Long Service Leave (LSL) in line with current Long Service Leave legislation.
- b. An employee may take Long Service Leave after the completion of seven (7) years of continuous service. Part time employees can access long service leave on a pro-rata basis.
- c. Long Service Leave will only be accrued for continuous periods of service.
- d. A casual employee is considered to have been continuously employed.
- e. Up to fifty-two (52) weeks of unpaid Parental Leave is included when calculating an employee's continuous employment, and unpaid parental leave in excess of fifty-two (52) weeks does not break the continuity of employment.
- f. If an employee is re-employed within twelve (12) weeks of termination due to dismissal or resignation, expiry of a specified term contract, or completion of their apprenticeship, their employment is considered to be continuous.
- g. If an employee's ordinary hours of employment fluctuate in the twelve (12) months before they take LSL the hours, they will be paid are determined by the greater of the average hours they have worked over the past twelve (12) months or the past five (5) years.

#### 2. Use of Long Service Leave

- a. Employees wishing to avail themselves of LSL must complete and submit a Leave Application Form to their direct manager at least six (6) weeks prior to the start of the requested period of leave. In exceptional circumstances leave requests may be granted without the required notice period.
- b. If the leave request is granted, the direct manager will approve and sign the Leave Application Form and provide the employee with a copy of the approved form. Employees should not make confirmed arrangements until they have received this approval confirmation in writing.

- c. The objective of LSL is to encourage employees to take a break from work after a significant period of service. To facilitate this, LSL may be taken one day at a time or for longer periods by mutual agreement.
- d. An employee can request a deferral of their LSL. The rate of pay when the employee then takes the LSL will be the rate agreed in writing between Logifix Freight Solutions and the employee. The rate will not be less than the employee's ordinary rate of pay at the time the leave was due.
- e. Logifix Freight Solutions may direct an employee to take their LSL if the employee has not submitted a request for their LSL. In this instance, Logifix Freight Solutions will provide an employee with a minimum of three (3) months' notice of the requirement to take part or all of their LSL.
- f. An employee and Logifix Freight Solutions may make an agreement which allows the employee to take a period of leave at half pay. For example, an employee with thirteen (13) weeks accrued leave could take a twenty (26) week break at half pay. Taking half the leave at double pay is not permitted.
- g. Payments in lieu of LSL are not permitted in Victoria unless the employee is governed by an Enterprise Agreement (EA) allowing this arrangement which was created prior to the introduction of the 2018 Long Service Act.
- h. Should a Public Holiday fall during a period of LSL, it will be paid as a Public Holiday. LSL will not be used for any Public Holiday.
- i. Where an employee suffers an unexpected illness or injury while on LSL which prevents them from enjoying their recreation the period of illness or injury may be treated as Personal Leave. This will only occur in situations where:
  - The employee has attended a doctor and obtained a certificate for the period of illness or injury; and
  - The illness or injury required hospitalisation; or
  - The duration of the certified illness or injury meets or exceeds five days (including weekends)
  - In these situations, and where the Managing Director or General Manager approves, an adjustment will be made to re-credit the time back in the long service leave accrual and treat the period of illness as sick leave.
- j. Employees may not engage in other paid employment during any period of LSL. This is a breach of the Long Service Leave Act.
- k. Employees will receive their normal weekly payments during the period of LSL unless there is a special request made to be paid in advance.
- l. LSL is discouraged during the months of November and December, being the peak period of trading for Logifix Freight Solutions.