



Long Service Leave in Western Australia Guide

Contents

Appendix – Forms	5
Section One – Background to Long Service Leave in Australia and WA	6
History.....	7
State-based Long Service Leave in Australia	7
Commencement	7
Pre-reform federal awards and registered industrial agreements	7
Industrial Relations Legislation Amendment Act 2021	8
Section Two – Scope and Operation	9
Locality.....	10
Definitions	11
Interaction with Other Employment Legislation	13
Interaction with Industrial Instruments (State and Federal Awards and Agreements)	13
Other Long Service Leave Derivatives.....	15
Local Government (Long Service Leave) Regulations	15
Construction Industry Portable Paid Long Service Leave Scheme	15
Coal Mining Industry Long Service Leave Fund.....	15
Employment Contracts, Policies, Customs and Practice	16
Section Three – The Entitlement.....	18
Eligibility Length of Service Required	19
Continuous employment	19
Apprenticeships	21
Casual and Seasonal Employment	22
Ordinary Pay.....	23
Piece Work/Commission/Bonus Work/Payment by Results	24
Proportionate vs Pro-rata Entitlements	25
Approving Requests to Take Leave in Advance.....	25
Taking as Holidays vs Payment on Termination	25
Redundancy.....	27
Serious Misconduct	27
Section Four – Flexibility and Payment Options.....	29
Rate Freezing.....	30

Practical Pointers	30
Payment Methods.....	31
Half or Double the Ordinary Pay	31
Payment Before Leave Commences	32
Cashing Out.....	32
Taking Leave in Advance	33
Practical Pointers	34
Section Five – Transfer of Business and Long Service Leave.....	36
Long Service Leave in a Transfer of Business.....	37
Section Six – Other Considerations Affecting Long Service Leave	39
Accessing Long Service Leave	40
Requesting to take Long Service Leave.....	40
Public Holidays	40
Personal/Carer’s Leave	41
Work During Long Service Leave	41
Termination During Long Service Leave	41
Death of Employee	41
Section Seven – Enforcement of Long Service Leave in Western Australia	42
Enforcement.....	43
Record Keeping Requirements	44
Accessing records	44

Appendix – Forms

- Calculator - Long Service Leave - Average Weekly Hours
- Check List – Long Service Leave
- Form – Long Service Leave – Balance Taken and Available
- Form – Long Service Leave – Cashing Out – Request
- Form – Long Service Leave – Defer Leave – Request
- Form – Long Service Leave – Take in Advance – Request
- Form – Long Service Leave – Take Leave – Request
- Information – Long Service Leave – Summary of Entitlements
- Letter – Long Service Leave – Cashing Out – Acceptance
- Letter – Long Service Leave – Cashing Out – Refusal
- Letter – Long Service Leave – Defer Leave – Confirmation
- Letter – Long Service Leave – Entitlement - Confirmation
- Letter – Long Service Leave – Take Leave – Acceptance
- Letter – Long Service Leave – Take Leave – Refusal
- Policy – Long Service Leave