Human resources

**Long Service Leave - Teaching Service**

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**Entitlement**

An employee is entitled to 495.6967 hours (three months) of long service leave after ten years of full time eligible service, and 247.84835 hours (one and a half calendar months) of long service leave for each five years of full time eligible service thereafter. An employee may, however, access their long service leave entitlement on a pro-rata basis after seven years of eligible service. Part time employees accrue long service leave on a pro-rata basis.

For information about eligible service for long service leave purposes, see Service Recognised for Leave Purposes.

Employees may view their current long service leave entitlement, or forecast future entitlements, on eduPay using Employee Self Service (see below).

On cessation of employment (including the expiration of a fixed period of employment) an employee may be entitled to payment in lieu of long service leave. For information, see Payment in lieu of entitlements.

**Granting long service leave**

Whilst long service leave is an entitlement, the timing of the leave is discretionary. An application for long service leave needs to be lodged with sufficient notice but no later than two terms before the intended commencement of leave or such shorter period that may be approved by the principal (or Regional Director in the case of the principal) either generally or in any particular case.

In considering applications for long service leave, the principal will have regard to the operational requirements of the school, taking into account the availability of replacement staff and the number of staff who wish to take leave at the same time. Where long service leave is not granted, arrangements should be made with the employee to enable leave to be taken at an alternative date in the future.

An employee may access some or all of their long service leave entitlement during a period of unpaid parental absence. For information, see Parental absence.

An employee granted long service leave with full pay will be paid their normal rate of pay during the period of long service leave. An employee may elect to take all or part of the long service leave at half pay. An employee may apply for payment in advance for long service leave.

**Commuting long service leave to salary**

Employees have the option to commute a portion of long service credit to salary in conjunction with a long service leave absence of 228 hours (six weeks) or longer.

Commutation of long service leave is also available in special circumstances (such as financial hardship) without the requirement to be absent for a period of long service leave.  Applications for commutation in these circumstances should be made in writing to the principal (or the Regional Director in the case of a principal) for consideration.  If the principal (or the Regional Director in the case of a principal) is satisfied that the employee has, in all the circumstances, reasonable grounds to commute some or all of their long service leave credits, the principal (or the Regional Director in the case of a principal) may approve the commutation of the long service leave credits sought by the employee.

**School vacations and public holidays during long service leave**

With the exception of education support class employees, where a school vacation period occurs during a period of long service leave, the school vacation will form part of the long service leave. Generally, where long service leave is to commence at the beginning of a school term and/or to end at the conclusion of a school term, the school vacation period immediately preceding and/or immediately following the leave is not counted as part of the long service leave.

Education support class employees are expected to use accrued annual leave and additional paid leave during school vacation periods unless otherwise approved, therefore long service leave is not generally approved during school vacation periods.

Public holidays which occur during a period of long service leave will not form part of the leave.

**Illness or injury during long service leave**

An employee who becomes ill or is injured during long service leave may be granted personal leave (see Personal Leave for more information including eligibility requirements). Where this occurs, the equivalent amount of long service credits will be restored to the employee. The initial period of leave will not be automatically extended, however an employee may apply for an extension of the leave.

Teaching Service | [Public Service](https://www.education.vic.gov.au/hrweb/employcond/Pages/lslPSS.aspx)

**Other Resources**

**Procedures & Forms**

The following applies in relation to applying for leave:

* Applications for leave should be submitted through Employee Self Service (ESS).  Select the following link for more information [ESS eduPay](https://www.education.vic.gov.au/hrweb/Pages/eduPay-help.aspx)
* An application will need to be made in writing where an employee is unable to access or use ESS or wishes to amend/delete leave submitted through ESS and approved on eduPay.
* Long Service Leave Administration procedures  ([[https://www.education.vic.gov.au/_layouts/images/icdoc.png](https://www.education.vic.gov.au/hrweb/Documents/Long_Service_Leave.docx)WORD](https://www.education.vic.gov.au/hrweb/Documents/Long_Service_Leave.docx))
* Commuting LSL / LSL Pay in Advance application  ([[https://www.education.vic.gov.au/_layouts/images/icdoc.png](https://www.education.vic.gov.au/hrweb/Documents/LSL_PIA_Commute-school.docx)WORD](https://www.education.vic.gov.au/hrweb/Documents/LSL_PIA_Commute-school.docx))

**Legislation**

* [Legislation](https://www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx)
* [Delegations](https://www.education.vic.gov.au/hrweb/Pages/resources/deleg.aspx)
* [Industrial Awards](https://www.education.vic.gov.au/hrweb/employcond/Pages/awards.aspx)
* [Industrial Agreements](https://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx)
* [Ministerial Orders](https://www.education.vic.gov.au/hrweb/employcond/Pages/tso.aspx)

**Related Topics**

* [Service recognised for leave purposes](https://www.education.vic.gov.au/hrweb/employcond/Pages/pserv.aspx)
* [Payment in lieu of entitlements](https://www.education.vic.gov.au/hrweb/employcond/Pages/cess.aspx)
* [Parental absence](https://www.education.vic.gov.au/hrweb/employcond/Pages/parentlve.aspx)
* [Personal leave](https://www.education.vic.gov.au/hrweb/employcond/Pages/slve.aspx)
* [Employment while on leave](https://www.education.vic.gov.au/hrweb/employcond/Pages/extemp.aspx)

[Contact Information](https://www.education.vic.gov.au/hrweb/Pages/contactus.aspx)

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