

Long Service Leave Policy

POLICY REVIEW DATE: April 1 2026

Entitlement

Long Service Leave is paid leave granted to employees after a long period of continuous employment with the Company. Its purpose is to recognise the employee's service and to enable the employee to enjoy a lengthy period of relaxation during their working life.

Permanent Full-Time employees are entitled to Long Service Leave in accordance with the applicable Long Service Leave Act for the State in which they work, unless otherwise varied by an applicable agreement.

Permanent Part-Time employees are entitled to Long Service Leave on a payment basis proportional to the full-time equivalent in accordance with the relevant Long Service Leave Act for the State in which they work, unless otherwise varied by an applicable agreement.

Requesting Long Service Leave

To request Long Service Leave an employee must submit for approval an online application through Payroll Self Service. Holiday bookings or other commitments should not be made until manager approval is confirmed. Managers should consult the applicable Chief Officer (as appropriate) before approving requests for Long Service Leave.

Eligibility

In determining eligibility for Long Service Leave the employee must have continuous service with the Company for this purpose. Such continuous service must meet the requirements defined by the relevant State Long Service Leave Act.

After the designated years of service, an employee is entitled to Long Service Leave at the levels prescribed by the relevant State Long Service Leave Act detailed below, unless otherwise varied by an applicable agreement.

The details of the Qualifying Period and Pro-rata Payment Period on Termination of Employment are specified in the table below, but will continue to be subject to amendments to the relevant state legislation if and as they occur from time to time.

It is also important to note that in some states a period of approved unpaid leave (Parental Leave, Leave Without Pay) is regarded as contributing service for the purposes of determining the Qualifying Period and Pro Rata Payment Period on Termination of Employment; in other states, a period of absence on unpaid leave does not contribute to the period of continuous service. It is, therefore important that employees who may have had a period of absence on unpaid leave during their employment confirm their eligibility with either People and Culture, or Payroll.

In many states it is unlawful for an employee to work for another employer whilst on long service leave.

Verifying Entitlement

Before applying for Long Service Leave an employee should double check their entitlement to Long Service Leave in the State where they reside. The Australian States amend their rules from time to time and Ultradata's Payroll will apply the rules of the applicable State at the time, over and above any policy that may have inadvertently not been updated.

Please refer state by state provisions below:

State	Entitlement	Pro Rata on Termination of Employment	Taking Long Service Leave
VIC	Employees based in Victoria are now entitled to take long service leave ('LSL') after a minimum of 7 (seven) years of continuous employment. The amount of leave an employee may take is calculated as one sixtieth of the period of employment, i.e., the number of weeks employment divided by 60 equals the number of weeks entitled. For example, if an employee has worked for seven years, convert that to weeks (364) and divide by 60, the employee is entitled to 6.0666 weeks of entitled LSL.	Any unutilised amount of Long Service Leave will be paid out, at Ordinary pay rates, in the event the employment ends, for any reason, after a period of seven years. In this event, the outstanding amount is to be paid in full, on the last day of the employment.	Long Service Leave can be taken for any period of one day or more. It could be taken all at once or for any period of not less than one day at a time. An employer may direct an employee to take long service leave at a particular time by giving at least 12 weeks' notice. An employee can also request to take a period of long service leave for twice as long as the period to which they are entitled, at half their ordinary pay.
NSW	2 months after 10 years continuous service, and 1 month paid for each additional 5 years' service.	On completion of 5 years' service if the employee resigns as a result of illness, incapacity, domestic or other pressing necessity, or if employment is terminated by the Company except for serious or willful misconduct. Otherwise on completion of 10 years' service.	Can be taken in 1 continuous period of leave or by agreement: - Where the leave owing is 2 months – in 2 separate periods; - Where the leave owing is between 2 months and 19.5 weeks – in 2 or 3 separate periods; - Where the leave exceeds 19.5 weeks – in 2,3 or 4 separate periods. An employer must give an employee one month's notice of when the employee can take their leave, unless otherwise agreed.

			Long service leave must not be less than a month.
WA	8.6667 weeks after 10 years continuous service. For every 5 years of additional continuous service after the initial 10 years, employees are entitled to another 4.3333 weeks paid leave.	On completion of 7 years' service regardless of reason.	May take leave in one continuous period or if the employer agrees, separate periods of one week's leave at a time if the employer agrees to it. Otherwise on the first period of leave entitlement the employee may take 3 separate periods of leave and then on subsequent long service leave entitlements the employee may take 2 separate periods of leave. An employer must give an employee one month's notice of when the employee can take their leave, unless otherwise agreed. An employee must give 2 weeks' notice of intention to take leave.
QLD	8.6667 weeks after 10 years continuous service. After an employee has completed their first 10 years of continuous service, employees are only entitled to take any further 4.3333 weeks after a further 5 years continuous service (i.e. 15 years). Further leave accrued beyond 15 years is not subject to a qualifying period.	On completion of 7 years' service if the employee resigns as a result of illness, incapacity, domestic or other pressing necessity, or if employment is terminated by the Company except for serious or willful misconduct. Otherwise on completion of 10 years' service.	The time and manner of taking long service leave should be agreed between employer and employee. The employer can with at least 3 months written notice require an employee to take at least 4 weeks long service leave.
TAS	8.6667 weeks after the first 10 years of continuous service. After each additional five years of continuous service 4.3333 weeks.	On completion of 7 years' service if the employee resigns as a result of illness, incapacity, domestic or other pressing necessity, or if employment is terminated by the Company except for serious or willful misconduct. Otherwise on	To be taken in one period unless the employer agrees for it to be taken in two.

		completion of 10 years' service.	
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Direction by the company requiring employees to take Long Service Leave.

Unless otherwise specified in the legislation of a particular state, Ultradata will do all it can to enable those eligible for long service, either 'fully' or pro-rata, depending upon their period of service, to take long service leave. Employees are actively encouraged to apply for long service leave as soon as they become eligible. Where eligible staff have accumulated long service leave of at least 40 days – unless otherwise specified in state legislation, Ultradata management may direct those employees to take periods of long service leave, ensuring that the periods of notice, and required 'blocks' of leave, confirm to the state requirements.

The purpose of this policy is to ensure that long serving staff actually utilise the leave afforded to them under legislation, and take time off for rest, recreation and to spend time with their families.