

Document Control

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| Recognition of Long Service Leave Policy | GOV.POL.0017.001 | November 15 |
| Date Adopted | Minute Number | Summary of Changes |
| 20 November 2013 | 3621 | Revised |

Purpose

Greater Hume Shire Council is committed to ensuring that the contributions of staff members to Greater Hume over a long period of time are recognised and recorded.

Scope

Applies to employees engaged by Council with continuous service.

Definitions

Nil, at time of adoption.

Policy Content

All active staff members who have worked continuously at Greater Hume for periods of 10, 15, 20, 25 and 30 years respectively are eligible.

Casual service will not be recognised as eligible service, except where such service has been of a continuous nature and recognised for long service leave purposes.

- **10 Years Service**

Council will present to all employees who have completed ten (10) years service with Council a framed Certificate of Service.

- **15 Years Service**

Council will present to all employees who have completed fifteen (15) years service with Council a framed Certificate of Service.

- **20 Years Service**

Council will present to all employees who have completed twenty (20) years service with Council a framed Certificate of Service. The certificate is to be presented at a function hosted by the Mayor and attended by Councillors, Senior Staff and all staff (and their partners) who have reached 20 years service with Council in the preceding calendar year.

- **25 Years Service**

Council will present to all employees who have completed twenty five (25) years service with Council a framed Certificate of Service. The certificate is to be presented at a function hosted by the Mayor and attended by Councillors, Senior Staff and all staff (and their partners) who have reached 25 years service with Council in the preceding calendar year.

- **30+ Years Service**

Council will present to all employees who have completed thirty (30) years service with Council a framed Certificate of Service together with a gift of the employee's choosing up to the value of \$300. The certificate and gift is to be presented at a function hosted by the Mayor and attended by Councillors, Senior Staff and all staff (and their partners) who have reached 30 years service with Council in the preceding calendar year.

Recognition in line with that presented at 30 years service will apply in the event of employees reaching forty (40) years service with Council.

- **Recognition Of Prior Service**

For the purposes of this policy, all service with the former Councils of Hume, Culcairn or Holbrook will be deemed as being service with Greater Hume Shire Council.

Links to Policy

Nil

Links to Procedure

Nil

References

Nil

Responsibility

Corporate and Community Services

Relevant Legislation

Nil

Associated Records

NSW Local Government State Award 2012