



EMPLOYEE LEAVE ENTITLEMENT FINANCING POLICY

DOCUMENT TYPE: Council policy

DOCUMENT STATUS: Approved

POLICY OWNER POSITION: Manager Financial Services

INTERNAL COMMITTEE ENDORSEMENT: Not applicable

APPROVED BY: Council

DATE ADOPTED: 23/11/2021

VERSION NUMBER: 4

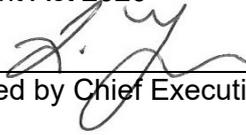
REVIEW DATE: 23/11/2025

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES: Investment Policy
Payroll Policy
Financial Management Policy

RELATED LEGISLATION: Local Government (Long Service Leave) Regulations 2012
Local Government Act 1989
Local Government Act 2020

EVIDENCE OF APPROVAL:


Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIVE\Strategies policies and procedures\Policies - adopted PDF and Word\POL Employee leave entitlement financing policy v4.docx

Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

The purpose of this policy is to provide guidance for the financing of long service leave, annual leave and banked time for Loddon Shire Council staff to ensure that Council has sufficient funds on hand, accumulated over time, to meet its commitments to employees.

Banked time includes any type of excess hours worked and banked, and can be referred to as time in lieu for some staff and rostered days off for others.

2 SCOPE

This policy applies to staff who accrue leave (as defined above) while working for Council and the Financial Services department for the treatment of the provisions on behalf of Council.

3 POLICY

Council will build its reputation with employees as an ethical organisation by ensuring that:

1. The calculated value of long service leave, annual leave and banked time in lieu is held in bank accounts or term deposit accounts specifically for that purpose and no other.
2. Those accounts are required to offset (as much as practicable) the employee provisions reported at the end of the financial year within the Balance Sheet.

3.1 Legal requirements

Council will comply with legislative obligations and Accounting Standards to establish entitlements as a liability in its Balance Sheet. There is no legislative requirement to fund the long service leave provision, annual leave or banked time in lieu account.

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Manager Financial Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.