

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 128804-1  
**Minute number:** 148/2017

**Policy title:** PAYMENT OF ACCUMULATED SICK LEAVE  
**Directorate:** ORGANISATIONAL SERVICES  
**Branch:** PEOPLE & CULTURE  
**Policy objective:** To provide guidelines for the payment of accumulated sick leave to affected employees.

**Policy scope:**

This policy will apply to all permanent employees of the Council who were in the Council's permanent employ prior to but not including 18 July 1995.

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. In accordance with the relevant provisions contained within the Council's Enterprise Bargaining Agreement 1995, every employee, upon termination of their employment for any cause other than misconduct justifying summary dismissal, as provided for in the Council's People and Culture policies and procedures, shall be paid in respect of accumulated sick leave credits earned by them whilst in the employ of the Council, on the following basis:  
If employed for an unbroken period of service of - Nil  
less than 5 years  
If employed for an unbroken period of service of 5 - 25% of accumulation  
years or more, but less than 10 years  
If employed for an unbroken period of service of 10 - 50% of accumulation  
years or more, but less than 15 years  
If employed for an unbroken period of service of 15 - 75% of accumulation  
years or more, but less than 20 years  
If employed for an unbroken period of service of 20 - 100% of accumulation  
years or longer
2. Provided that the calculation of the aforementioned service, the payment in respect of the abovementioned percentages of accumulation, and the continuity of service shall be made in the same way and on the same basis as that prescribed from time to time in the Queensland Local Government Officers' Award relating to long service leave.

- 3. Where an employee whose services have been terminated in the manner prescribed above is re-employed by the Council after a period out of the service not exceeding three (3) months, such an employee shall not be entitled to continuity of employment as prescribed unless at the point of re-employment, the employee refunds to the Council all of the payment previously made to them in accordance with clause 1 of this policy.
- 4. Provided that if such an employee at the point of re-employment elects not to refund such payment, then for the purposes of this proposal their re-employment shall be regarded as a new and separate engagement.
- 5. This policy is deemed to have effect from 1 July 1992 on the basis that employees' duly accumulated sick leave credits shall be calculated according to the adopted formula in terms of credits earned by them whilst in the employ of the Council either prior to or since the date of effect.
- 6. This policy applies only to employees of the Council who commenced employment prior to 18 July 1995. Employees engaged on and after that date are not covered by this policy.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME