



MEMORANDUM

Unit 3, 8 Totem Rd Coconut Grove NT 0810 PO Box 41863 Casuarina NT 0811
telephone: (08) 8948 5399 fax: (08) 8948 2577 email: admin@aeunt.org.au website: www.aeunt.org.au

To: All members of the AEU-NT
From: Full Time Officers AEU-NT
Date: 22 June 2011
File Ref: 220611049

Long Service Leave Concerns

The AEU-NT Full Time Officers have received several queries from school based members concerned about their ability to successfully apply for short periods of Long Service Leave in multiples of three days.

Some members have been told by their principal that they will not be successful when applying for this Leave for three (3) day periods or multiples of three day periods due to a lack of relief teacher funding or other financial impacts on the school.

Members should be aware that once Long Service Leave has been accrued as set out in the Public Sector Employment and Management Act (PSEMA – By-Law 8) they are entitled to make application for this Leave. Applications for long periods of LSL for 2012 are closing this month. This does **NOT** apply to short periods of LSL (i.e. 3 days) and applications for this duration of LSL can be made at any time in the school year with adequate notice.

Members should also note that it is the AEU-NT's belief that rejection of applications by principals solely based on a financial impact to the school is **not a sufficient reason for rejection of an application.**

When an official application is made for LSL and is rejected, the employee **MUST be advised in writing of the decision and the reasons for it.**

Members who are unhappy with this decision are encouraged to contact the Full Time Officers for assistance or guidance if and when this occurs.