

Long Service Leave Policy



GSS Group
ABN: 12 668 595 382
F01/122 Studio Ln, Docklands VIC 3008

Date: 03/02/2026
Review: 01/02/2027

1. Purpose

- (a) GSS Group recognises long service by the provision of long service leave which is accessible after 7 years of service.
- (b) Long service leave helps to assist with maintaining an energetic and healthy workforce.
- (c) GSS Group encourages, and supports, long serving employees to take their available long service leave when it falls due.

2. Eligibility

This policy applies to:

- (a) permanent employees (including full time and part time); and
- (b) casual employees.

3. Entitlement

At any time after completing 7 years of continuous employment with one employer, an employee is entitled to an amount of long service leave on ordinary pay equal to 1/60th of the employee's total period of continuous employment, less any period of long service leave taken during that period.

Long service leave does not include any public holidays occurring, or annual leave taken, during a period when the long service leave is taken.

4. Taking long service leave

- (a) Long service leave should be taken as soon as practicable after becoming due, having regard to the business needs of GSS Group.
- (b) Employees are encouraged to take their long service leave in 1 continuous period, to ensure a substantial break from work. By agreement, an employee may take long service leave in shorter periods, depending on the amount of leave available.

5. Payment of long service leave

(a) Long service leave entitlements must be taken as leave. Payment for long service leave entitlements can only be made on termination of employment.

(b) Employees are entitled to receive payment for accrued but unused long service leave where:

Payments in lieu forbidden

(1) An employer must not give an employee a payment in lieu of long service leave, or in lieu of any part of long service leave, except as permitted under this or any other Act or under the relevant fair work instrument.

2) An employee must not accept any payment in lieu of long service leave, or in lieu of any part of long service leave, except as permitted under this or any other Act or under the relevant fair work instrument.

6. Employment during long service leave

Employees must not engage in any form of employment for reward during a period of long service leave without the express written consent of GSS Group.

7. A breach of this policy

Any breach of this policy may result in GSS Group counseling, or taking disciplinary action against, an employee, which may include provision of warnings or termination of employment.

8. Further information

For further information, please speak with your manager or the HR Manager or their direct Operations manager (peopleandculture@gssgroup.au).

Endorsed by:

Imran Mukhtar

Managing Director February 2026

