

FP037 – Employee Entitlements

1. Intention

To ensure that the correct level of funding is allocated to Council's 'Staff Leave Reserve' to cover the current liability with relation to Long Service Leave and Annual Leave.

2. Scope

This policy applies to employees of the Shire of Waroona.

3. Statement

All Staff Leave Entitlements/Council Liabilities shall be recognised in accordance with the relevant Employment Awards, Enterprise Bargaining Agreement or Employment Contracts, and that all such liabilities to Council shall be calculated and recorded in accordance with the latest applicable Accounting Standards, or advice received from the Department of Local Government, Sport & Cultural Industries.

Council will endeavour to accumulate at least 35% of the total of all Long Service Leave Liability in cash held in Council's Staff Leave Reserve account.

Where the Annual Leave Liability exceeds \$220,000, Council will then endeavour to hold approximately 50% of the amount of the excess in cash monies in the Council Staff Leave Reserve account.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil.

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| Division | Finance | | | | |
| Policy Number | FP037 | | | | |
| Contact Officer | Director Corporate Services | | | | |
| Related Legislation | Nil | | | | |
| Related Shire Documents | Nil | | | | |
| Risk Rating | Medium | Review Frequency | Triennially | Next Review | June 2027 |
| Date Adopted | 22/06/2004 | | | OCM04/083 | |

| Amendments | | |
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| Date | Details of Amendment | Reference |
| 25/06/2013 | Updated as part of major review. | OCM13/06/047 |

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| 24/11/2015 | Updated as part of major review. | OCM15/11/138 |
| 18/12/2018 | Updated as part of major review. | OCM18/12/126 |
| 17/12/2019 | Updated as part of major review. | OCM19/12/163 |
| 22/06/2021 | Updated as part of major review and reformatted. | OCM21/06/071 |
| 25/06/2024 | Reviewed without amendment | OCM24/06/090 |
| Previous Policies | | |
| FIN006 – Employee Entitlements | | |
| 3.1.6 – Employee Entitlements | | |