



Australian Capital Territory

Long Service Leave Act 1976

A1976-27

Republication No 26

Effective: 14 May 2020

Republication date: 14 May 2020

Last amendment made by [A2020-14](#)

About this republication

The republished law

This is a republication of the *Long Service Leave Act 1976* (including any amendment made under the *Legislation Act 2001*, part 11.3 (Editorial changes)) as in force on 14 May 2020. It also includes any commencement, amendment, repeal or expiry affecting this republished law to 14 May 2020.

The legislation history and amendment history of the republished law are set out in endnotes 3 and 4.

Kinds of republications

The Parliamentary Counsel's Office prepares 2 kinds of republications of ACT laws (see the ACT legislation register at www.legislation.act.gov.au):

- authorised republications to which the *Legislation Act 2001* applies
- unauthorised republications.

The status of this republication appears on the bottom of each page.

Editorial changes

The *Legislation Act 2001*, part 11.3 authorises the Parliamentary Counsel to make editorial amendments and other changes of a formal nature when preparing a law for republication. Editorial changes do not change the effect of the law, but have effect as if they had been made by an Act commencing on the republication date (see *Legislation Act 2001*, s 115 and s 117). The changes are made if the Parliamentary Counsel considers they are desirable to bring the law into line, or more closely into line, with current legislative drafting practice.

This republication does not include amendments made under part 11.3 (see endnote 1).

Uncommenced provisions and amendments

If a provision of the republished law has not commenced, the symbol **U** appears immediately before the provision heading. Any uncommenced amendments that affect this republished law are accessible on the ACT legislation register (www.legislation.act.gov.au). For more information, see the home page for this law on the register.

Modifications

If a provision of the republished law is affected by a current modification, the symbol **M** appears immediately before the provision heading. The text of the modifying provision appears in the endnotes. For the legal status of modifications, see the *Legislation Act 2001*, section 95.

Penalties

At the republication date, the value of a penalty unit for an offence against this law is \$160 for an individual and \$810 for a corporation (see *Legislation Act 2001*, s 133).



Australian Capital Territory

Long Service Leave Act 1976

Contents

	Page
Part 1	Preliminary
1	Name of Act 2
2	Dictionary 2
2A	Notes 2
2B	Offences against Act—application of Criminal Code etc 3
Part 2	Important concepts
2C	Commission recipients may be employees 4
2D	Benefits under this Act and LSL (BCI) Act 4
2E	Benefits under this Act and LSL (CCI) Act 4
2EA	Benefits under this Act and LSL (PS) Act 5
2F	Working out remuneration—employee also receives commission 5
2G	Periods of service 6
3	Entitlement to long service leave 8
4	Amount of long service leave 8
<hr/>	
R26	Long Service Leave Act 1976 contents 1
14/05/20	Effective: 14/05/20

Contents

	Page
6	Grant of leave 8
7	Payment for leave 9
8	Manner of payment for leave 10
9	Public holidays not to count as leave 11
10	Service not affected by transmission of business 11
10A	Continuity of service in certain cases 12
11	Service with associated companies 12
11A	Pay in lieu of long service leave 13
11C	Pro rata long service leave entitlement 13
11D	Calculation of ordinary remuneration 14
12	Long service leave records 15
 Part 3 Administration and enforcement	
13	Registrar of long service leave 17
13A	Appointment of authorised officers 17
13B	Identity cards 18
13C	Powers of entry of authorised officers 18
13D	Complaints 19
13E	Notice to comply with Act 20
13F	Internal review by registrar 20
13G	Review by ACAT 21
13J	Liability 21
13K	Delegation by registrar 22
 Part 4 Miscellaneous	
14	No contracting out 23
17	Approved forms 23
18	Regulation-making power 23
 Dictionary	
	24
 Endnotes	
1	About the endnotes 27
2	Abbreviation key 27

Contents

		Page
3	Legislation history	28
4	Amendment history	33
5	Earlier republications	38



Australian Capital Territory

Long Service Leave Act 1976

An Act relating to long service leave

Part 1 Preliminary

1 Name of Act

This Act is the *Long Service Leave Act 1976*.

2 Dictionary

The dictionary at the end of this Act is part of this Act.

Note 1 The dictionary at the end of this Act defines certain terms used in this Act, and includes references (*signpost definitions*) to other terms defined elsewhere in this Act.

For example, the signpost definition ‘*period of service*—see section 2G.’ means that the term ‘period of service’ is defined in that section.

Note 2 A definition in the dictionary (including a signpost definition) applies to the entire Act unless the definition, or another provision of the Act, provides otherwise or the contrary intention otherwise appears (see [Legislation Act](#), s 155 and s 156 (1)).

2A Notes

A note included in this Act is explanatory and is not part of this Act.

Note See the [Legislation Act](#), s 127 (1), (4) and (5) for the legal status of notes.

2B Offences against Act—application of Criminal Code etc

Other legislation applies in relation to offences against this Act.

Note 1 Criminal Code

The [Criminal Code](#), ch 2 applies to all offences against this Act (see Code, pt 2.1).

The chapter sets out the general principles of criminal responsibility (including burdens of proof and general defences), and defines terms used for offences to which the Code applies (eg *conduct*, *intention*, *recklessness* and *strict liability*).

Note 2 Penalty units

The [Legislation Act](#), s 133 deals with the meaning of offence penalties that are expressed in penalty units.

Part 2 Important concepts

2C Commission recipients may be employees

A person may be an employee for this Act even though the person is paid completely or partly by commission.

2D Benefits under this Act and LSL (BCI) Act

- (1) This section applies to an employee who—
 - (a) was registered under the [LSL \(BCI\) Act](#); and
 - (b) has elected under that Act to take long service benefits under that Act for a period stated by the employee.
- (2) The employee's election does not prevent the employee from receiving benefits under this Act.
- (3) However, the employee is not entitled to a benefit under this Act for a period for which the employee has received a benefit under the [LSL \(BCI\) Act](#).

- (4) In this section:

LSL (BCI) Act means the *Long Service Leave (Building and Construction Industry) Act 1981*.

2E Benefits under this Act and LSL (CCI) Act

- (1) This section applies to an employee who—
 - (a) was registered under the [LSL \(CCI\) Act](#); and
 - (b) has elected under that Act to take long service benefits under that Act for a period stated by the employee.
- (2) The employee's election does not prevent the employee from receiving benefits under this Act.

(3) However, the employee is not entitled to a benefit under this Act for a period for which the employee has received a benefit under the [LSL \(CCI\) Act](#).

(4) In this section:

LSL (CCI) Act means the *Long Service Leave (Contract Cleaning Industry) Act 1999*.

2EA Benefits under this Act and LSL (PS) Act

(1) This section applies to an employee who—

(a) is registered under the [LSL \(PS\) Act](#); and

(b) has elected under that Act to take long service leave benefits under that Act for a period stated by the employee.

(2) The employee's election does not prevent the employee from receiving benefits under this Act.

(3) However, the employee is not entitled to a benefit under this Act for a period for which the employee received a benefit under the [LSL \(PS\) Act](#).

(4) In this section:

LSL (PS) Act means the *Long Service Leave (Portable Schemes) Act 2009*.

2F Working out remuneration—employee also receives commission

(1) To work out the ordinary remuneration of an employee who, during a year, is paid completely by commission, or partly by salary or wages and partly by commission—

(a) the employee is taken to be paid completely by salary or wages throughout the year; and

- (b) the amount payable for salary or wages to the employee in relation to a week in the year is taken to be the following:

$$\frac{\text{total payable}}{52}$$

- (2) In this section:

total payable, for a year, means the total amount payable to the employee for the year as commission, salary or wages.

2G Periods of service

- (1) In this Act:

period of service, as an employee, means a period of continuous service as the employee of a particular employer.

- (2) However, in working out an employee's period of service, the following interruptions of the period of service do not break the continuity of service:

- (a) an interruption caused by an industrial dispute if the employee returns to the service of the employer in accordance with the terms of settlement of the dispute;
- (b) a period when an employee is stood down by his or her employer because of slackness of trade if the employee is re-employed by the employer within 6 months after the day the employee is stood down;
- (c) a period, other than a period mentioned in the dictionary, definition of *continuous service*, paragraph (a) or (b), when the employee is absent with the employer's leave;

- (d) a period when the employee is absent because of injury arising out of or in the course of the employment;
 - (e) any other interruption, including ending of service by the employer (other than with the intention of avoiding the granting of long service leave), if the employee returns to the employer's service within 2 months after the day the service is interrupted;
 - (f) service by the employee as a member of the Defence Force, other than as a member rendering continuous full-time service;
 - (g) a period of service when the employee is temporarily outside the ACT if the service would be continuous service if the employee were inside the ACT.
- (3) Also, an interruption of an employee's service of longer than 2 months does not break the continuity of service if the interruption is caused by the seasonal nature of the work.
- (4) For subsection (2) (f), the service by the employee as a member of the Defence Force is taken to be service with the person by whom the employee was employed immediately before the employee began to serve as a member of the Defence Force.
- (5) To remove any doubt, the period of the interruption under subsection (2) or (3) (other than a period mentioned in subsection (2) (f) or (g)) must not be taken into account in working out the total period of service.

Example

Fiona starts work in the cosmetics department of Desmond James ('DJ's'), a department store, on 1 January 1992. She works there until 31 December 1994, when she quits to take up a position with Gray's Brothers, a competing department store. She doesn't like the new manager and returns to her old job at DJ's on 1 February 1995. On 1 June 1995 there is a strike which continues till 30 September 1995, after which Fiona returns to work in accordance with the terms of settlement of the dispute. On 1 August 1999 Fiona injures herself at work and is unable to return to work until 1 December 1999. The cumulative absences of 9 months do not count as service, postponing her entitlement, but do not break continuity of service. Her 10 years long service leave falls due on 1 October 2002.

3 Entitlement to long service leave

- (1) An employee who has completed 7 years service with a single employer is entitled to long service leave for the period of the service.
- (2) An employee is entitled to long service leave for each year of service completed by the employee after the end of the 7th year of service.
- (3) An employee's entitlement to long service leave for a period of service arises at the end of the period.

4 Amount of long service leave

An employee accrues long service leave at the rate of $\frac{1}{5}$ of a month's leave for each year of service.

6 Grant of leave

- (1) An employer commits an offence if—
 - (a) an employee of the employer becomes entitled to 4 weeks or more of long service leave; and
 - (b) the employer does not grant the leave—
 - (i) as soon as practicable, having regard to the needs of the employer's business, after the employee becomes entitled to the leave; or
 - (ii) if the employer and employee agree—at another time or times.

Maximum penalty: 50 penalty units.

- (2) An employer commits an offence if the employer does not, at least 60 days before the date from which long service leave is to be taken, give the employee written notice of the date.

Maximum penalty: 50 penalty units.

- (3) Subsection (2) does not apply if the employee agrees otherwise.

- (3A) Also, subsection (2) does not apply if the leave is—
- (a) taken during a COVID-19 emergency; and
 - (b) agreed between the employer and employee.
- (3B) In this section:
- COVID-19 emergency*** means—
- (a) a state of emergency declared under the *Emergencies Act 2004*, section 156 because of the coronavirus disease 2019 (COVID-19); or
 - (b) an emergency declared under the *Public Health Act 1997*, section 119 (including any extension or further extension) because of the coronavirus disease 2019 (COVID-19).
- (3C) This subsection and subsections (3A) and (3B) expire on the first day no COVID-19 emergency is in force.
- (4) An offence against this section is a strict liability offence.

7 Payment for leave

- (1) Payment for long service leave shall be made at the rate of an amount equivalent to the ordinary remuneration the employee would have received in respect of the period of leave if he or she had not taken the leave.
- (2) In the case of an employee who is a part-time employee or casual employee, the ordinary remuneration shall be calculated by multiplying the average number of hours worked each week by the employee during the period of 12 months immediately preceding the day on which the employee became entitled to the leave by the ordinary remuneration of the employee on that day.

- (3) If, within the period of 2 years immediately before the date on which an employee becomes entitled to long service leave in respect of a period of service, the employee ceases to be employed full time and is employed part time or as a casual employee, the ordinary remuneration for long service leave shall be calculated by dividing by 5 the total amount of salary or wages paid to the employee in the period of 5 years ending on his or her becoming so entitled.

8 Manner of payment for leave

- (1) An employer commits an offence if the employer does not pay an employee for long service leave—
- (a) in advance for the whole period of the long service leave; or
 - (b) at the same times as the employer would have paid the employee if the employee had not taken the leave and, if the employee asks for it, by cheque posted to an address the employee nominates; or
 - (c) if the employer and the employee agree—in another way.

Maximum penalty: 50 penalty units.

- (2) An offence against this section is a strict liability offence.
- (3) If, after payment in respect of long service leave is made in accordance with subsection (1), the amount of ordinary remuneration payable under an award or agreement to the employee increases, payment of that increase shall—
- (a) if payment was made under subsection (1) (a)—be made to the employee as soon as practicable on completion of that leave; or
 - (b) if payment was made under subsection (1) (b)—be made to the employee in accordance with that paragraph; or

- (c) if payment was made under subsection (1) (c)—be made in such manner as is agreed by the employer and the employee, or in the absence of such agreement, as soon as practicable on completion of that leave.
- (4) Payment in lieu of long service leave shall be made—
 - (a) to the employee as soon as practicable after termination of his or her employment; or
 - (b) in the case of a deceased employee, to his or her legal personal representative as soon as practicable after the death of the employee but in any case not later than 12 months after his or her death.

9 Public holidays not to count as leave

- (1) This section applies if a public holiday or an award holiday falls during a period of long service leave taken by an employee.
- (2) The period of long service leave is increased by 1 day for each such holiday.
- (3) In this section:

award holiday means a day that is, under an award or agreement, a holiday for people employed in an industry.

10 Service not affected by transmission of business

Where, before or after the date of commencement of this Act, a business is transmitted from 1 employer to another and a person who was, immediately before the transmission, an employee of the first employer becomes, immediately after the transmission, an employee of the second employer—

- (a) the period of service of the employee shall be deemed not to have been interrupted; and

- (b) the period of service of the employee with the first employer shall be deemed to be service with the second employer.

10A Continuity of service in certain cases

- (1) Where—
 - (a) a contract for the supply of services by 1 party to the contract (the *first contractor*) on behalf of the other party to the contract (the *principal*) has been discharged; and
 - (b) the principal enters into another contract with a person other than the first contractor for the supply of those services on its behalf by that other person (the *second contractor*); and
 - (c) that other contract imposes an obligation on the second contractor to the effect that, so far as practicable, the second contractor shall employ, in supplying those services, persons whose employment with the first contractor ceased because of the discharge of the firstmentioned contract; and
 - (d) under that obligation the second contractor employs such a former employee of the first contractor; andthis section applies to that former employee.
- (2) Where this section applies to a person, the aggregate of the periods of service by the person for the first contractor and the second contractor shall, for this Act, be taken to be 1 period of service for the second contractor.

11 Service with associated companies

Where, over a continuous period, an employee has been employed by 2 or more companies each of which is an associated company, the employee is entitled to long service leave as if he or she had, during the whole of the period of service, been employed by the company by which he or she is employed at the date at which his or her long service leave accrues.

11A Pay in lieu of long service leave

- (1) For this section, the long service leave credit of a person is the amount of long service leave that has accrued to the person less the amount of long service leave granted to the person.
- (2) Where—
 - (a) a person's employment ceases for any reason; and
 - (b) the person had a long service leave credit immediately before the employment ceased;the employer shall pay the amount ascertained in accordance with subsection (3)—
 - (c) to the person; or
 - (d) if the person is dead—to the legal personal representative of the deceased person.
- (3) The amount payable is an amount that is equal to the amount of ordinary remuneration that, but for the cessation of employment, would have been payable by the employer under section 7 to the person for a period of service equal to the period of the person's long service leave credit immediately before the cessation of employment.

11C Pro rata long service leave entitlement

- (1) Where—
 - (a) a person's employment is terminated—
 - (i) by the person because of illness or incapacity or a domestic or other pressing necessity of such a nature to justify the termination; or
 - (ii) by the person upon or after attaining the minimum retiring age; or
 - (iii) by the death of the person; or

- (iv) by the employer for a reason other than the person's serious and wilful misconduct; and
 - (b) the person had completed a period of service in that employment of at least 5 years but less than 7 years;
- the employer shall pay the amount ascertained in accordance with subsection (2)—
- (c) to the person; or
 - (d) if the person is dead—to the legal personal representative of the deceased person.
- (2) The amount payable is an amount that is equal to the amount of ordinary remuneration that, but for the cessation of employment, would have been payable by the employer to the person for a period of service equal to the period that bears to 2 months the same proportion as the number of years or months of service completed by the person bears to 10 years.
- (3) In this section:
- minimum retiring age*, in relation to a person, means—
- (a) if a minimum retiring age applies to the person under an award or agreement—the age fixed by the award or agreement; and
 - (b) in any other case—the age of 65 years.

11D Calculation of ordinary remuneration

For section 11A, 11B or 11C, the amount of ordinary remuneration that, but for the cessation of employment by a person, would have been payable by the employer to the person for a period of service referred to in that section shall be calculated—

- (a) at the rate at which ordinary remuneration was payable to the person immediately before the cessation of employment; and

- (b) if the person was a part-time employee or casual employee immediately before the cessation of employment—on the basis that during that period of service the person would have been employed for the number of hours per week that is equal to the average number of hours per week for which the employee was employed during the period of 12 months immediately before the cessation of employment.

12 Long service leave records

- (1) An employer commits an offence if the employer does not, for each employee, keep a record of—
 - (a) the name, occupation and classification of the employee; and
 - (b) whether the employee is full-time, part-time or casual; and
 - (c) the employee's ordinary remuneration, including the base rate of pay and any loading payable to the employee, and the purpose of the loading; and
 - (d) the number of hours the employee works each week; and
 - (e) the date when the employee starts as an employee; and
 - (f) any annual leave the employee takes; and
 - (g) the employee's entitlement to long service leave; and
 - (h) long service leave granted, or payment instead of leave made, to the employee; and
 - (i) if the person ceases to be employed by the employer—the date when, and reason, the employee ceases to be employed; and
 - (j) the employee's date of birth; and
 - (k) if overtime may be paid to the employee under an award or agreement—
 - (i) the number of hours the employee works each day; and

(ii) when the employee starts and stops work; and

- (1) the name of each award or agreement under which the employee has entitlements.

Maximum penalty: 20 penalty units.

- (2) An employer must keep a record made under subsection (1) for an employee—

(a) if the employee's service ends on the employee's death—for 7 years after the day all amounts owing to the employee's legal personal representative are paid; and

(b) in any other case—for 7 years after the day the employee's service ends.

Maximum penalty: 20 penalty units.

- (3) An employer commits an offence if—

(a) an authorised officer asks to inspect a record kept for this section; and

(b) the employer does not make the record available for inspection by the authorised officer at the employer's usual place of business during hours when the employer's business is normally conducted at the place.

Maximum penalty: 50 penalty units.

- (4) An offence against this section is a strict liability offence.

Part 3 Administration and enforcement

13 Registrar of long service leave

- (1) The director-general must appoint a public servant as the registrar of long service leave.

Note 1 For the making of appointments (including acting appointments), see the [Legislation Act](#), pt 19.3.

Note 2 In particular, a person may be appointed for a particular provision of a law (see [Legislation Act](#), s 7 (3)) and an appointment may be made by naming a person or nominating the occupant of a position (see s 207).

- (2) The registrar of long service leave has—

- (a) the functions directed by the Minister; and
- (b) any other function given to the registrar under this Act.

Note 1 A reference to an Act includes a reference to the statutory instruments made or in force under the Act, including any regulation (see [Legislation Act](#), s 104).

Note 2 A provision of a law that gives an entity (including a person) a function also gives the entity powers necessary and convenient to exercise the function (see [Legislation Act](#), s 196 and dict, pt 1, def *entity*).

13A Appointment of authorised officers

The director-general may appoint a public servant to be an authorised officer for this Act.

Note 1 For the making of appointments (including acting appointments), see the [Legislation Act](#), pt 19.3.

Note 2 In particular, a person may be appointed for a particular provision of a law (see [Legislation Act](#), s 7 (3)) and an appointment may be made by naming a person or nominating the occupant of a position (see s 207).

13B Identity cards

- (1) The director-general must give an authorised officer an identity card stating the person's name and position.
- (2) The identity card must show—
 - (a) a recent photograph of the person; and
 - (b) the card's date of issue and expiry; and
 - (c) anything else prescribed by regulation.
- (3) A person commits an offence if—
 - (a) the person stops being an authorised officer; and
 - (b) the person does not return the person's identity card to the director-general as soon as practicable but no later than 7 days after the day the person stops being an authorised officer.

Maximum penalty: 1 penalty unit.

- (4) An offence against this section is a strict liability offence.

13C Powers of entry of authorised officers

- (1) Subject to subsection (2), if an authorised officer has reasonable grounds for believing that it is necessary to do so for this Act an authorised officer may, at any time, enter premises of an employer and exercise the powers referred to in subsection (4).
- (2) An authorised officer shall not enter premises under subsection (1) without the consent of the employer.
- (3) An authorised officer who enters premises under subsection (1) is not authorised to remain on the premises, and a person is not required to comply with a requirement made by an authorised officer under subsection (4), if, on request by the employer, or the person in charge of the premises, the authorised officer does not produce his or her identity card.

- (4) An authorised officer who enters premises under subsection (1) may—
- (a) require the employer to make available for inspection records required to be kept under this Act; and
 - (b) make copies of, or take extracts from records referred to in paragraph (a).

13D Complaints

- (1) Where a written complaint is made to the registrar by an employee, the registrar shall refer the complaint to an authorised officer.

Note If a form is approved under s 17 (Approved forms) for a complaint, the form must be used.

- (2) Where a complaint made by an employee—

- (a) is made to an authorised officer; or
- (b) is referred to an authorised officer under subsection (1);

the authorised officer may, by notice in writing, require the complainant and the employer to whom the complaint relates, to attend a conference at a place, date and time specified in the notice to endeavour to resolve the complaint.

- (3) A conference shall be conducted in such a manner as the authorised officer thinks fit.
- (4) Except with the consent of the authorised officer—
- (a) an individual is not entitled to be represented at a conference by another person; and
 - (b) a body of persons (whether incorporated or unincorporated) is not entitled to be represented at a conference by a person other than a member, officer or employee of the body.

- (5) In this section:

complaint means a complaint by an employee concerning his or her entitlements under this Act.

13E Notice to comply with Act

- (1) An authorised officer may, by written notice, require an employer to comply with this Act within 28 days after the day the employer receives the notice.
- (2) A person must comply with a requirement made of the person by an authorised officer under subsection (1).

Maximum penalty: 50 penalty units.

- (3) An offence against this section is a strict liability offence.

13F Internal review by registrar

- (1) An employer may apply to the registrar for review of a requirement made of the employer under section 13E.
- (2) The application must—
- (a) be in writing; and
 - (b) state the applicant's name and address; and
 - (c) set out the applicant's reasons for making the application.

Note If a form is approved under s 17 for the application, the form must be used.

- (3) The registrar must—
- (a) confirm the requirement; or
 - (b) vary the requirement; or
 - (c) set aside the requirement.

- (4) If the registrar makes a decision under subsection (3), the registrar must give an internal review notice only to the applicant.

Note The requirements for internal review notices are prescribed under the [ACT Civil and Administrative Tribunal Act 2008](#).

- (5) In this section:

internal review notice—see the [ACT Civil and Administrative Tribunal Act 2008](#), section 67B (1).

13G Review by ACAT

- (1) This section applies if the registrar makes a decision under section 13F (3) in relation to an employer.

- (2) The registrar must give a reviewable decision notice only to the employer.

Note The requirements for reviewable decision notices are prescribed under the [ACT Civil and Administrative Tribunal Act 2008](#).

- (3) The employer may apply to the ACAT for review of the decision.

Note If a form is approved under the [ACT Civil and Administrative Tribunal Act 2008](#) for the application, the form must be used.

13J Liability

An action or other proceeding does not lie against the registrar or an authorised officer in relation to an honest act or omission in the exercise of his or her functions under this Act.

Note A reference to an Act includes a reference to the statutory instruments made or in force under the Act, including any regulation (see [Legislation Act](#), s 104).

13K Delegation by registrar

The registrar may delegate to a person the registrar's functions under this Act, other than the registrar's powers under section 13F (Review of directions by registrar).

Note For the making of delegations and the exercise of delegated functions, see the [Legislation Act](#), pt 19.4.

Part 4 Miscellaneous

14 **No contracting out**

- (1) Subject to subsection (2), this Act has effect notwithstanding any award or agreement to the contrary.
- (2) Nothing in this Act affects the operation of an award or agreement to the extent that the award or agreement confers upon an employee rights that are more advantageous to the employee than the rights conferred upon the employee by this Act.

17 **Approved forms**

- (1) The registrar may approve forms for this Act.
- (2) If the registrar approves a form for a particular purpose, the approved form must be used for that purpose.

Note For other provisions about forms, see the [Legislation Act](#), s 255.

- (3) An approved form is a notifiable instrument.

Note A notifiable instrument must be notified under the [Legislation Act 2001](#).

18 **Regulation-making power**

The Executive may make regulations for this Act.

Note Regulations must be notified, and presented to the Legislative Assembly, under the [Legislation Act 2001](#).

Dictionary

(see s 2)

Note 1 The [Legislation Act](#) contains definitions and other provisions relevant to this Act.

Note 2 For example, the [Legislation Act](#), dict, pt 1 defines the following terms:

- ACAT
- director-general (see s 163)
- function
- month
- notifiable instrument (see s 10)
- public employee
- public holiday
- public servant
- reviewable decision notice.

agreement means an enterprise agreement made under the [Fair Work Act 2009](#) (Cwlth).

approved training contract—see the [Training and Tertiary Education Act 2003](#), dictionary.

associated company means a company that is a subsidiary, holding company or related body corporate under the [Corporations Act](#), section 9.

authorised officer means a person who is an authorised officer under section 13A.

award means a modern award or workplace determination made under the [Fair Work Act 2009](#) (Cwlth).

casual employee means a person who is, from time to time offered regular and systematic employment on the basis that the offer of employment might be accepted or rejected and in circumstances where it could be expected by that person that further employment of the same type would or might be offered and accepted, but in respect of which there is no certainty about the period over which it would continue to be offered.

continuous service, in relation to an employee, includes—

- (a) a period of annual leave or long service leave; and
- (b) a period of leave, not exceeding 2 weeks in any 1 year, taken because of illness or injury; and
- (c) a period during which the service of the employee is interrupted or ended by his or her employer with the intention of avoiding the granting of long service leave; and
- (d) for an employee who begins service with an employer within 1 year after the day the employee's apprenticeship, or an approved training contract, with the employer ends—the period of the apprenticeship or approved training contract.

employee—

- (a) includes—
 - (i) a person who is remunerated at piecework rates; and
 - (ii) a part-time employee; and
 - (iii) a casual employee; but
- (b) does not include—
 - (i) a public employee; or
 - (ii) a person employed by a member of the Legislative Assembly under the *Legislative Assembly (Members' Staff) Act 1989*, section 10.

ordinary remuneration, in relation to an employee, means the sum of—

- (a) the salary or wages payable to the employee; and
- (b) any allowances payable to the employee in respect of skill, qualifications, board and lodging; and
- (c) any amounts payable to the employee under a bonus, performance pay or incentive scheme, being amounts that are usually paid to the employee with his or her salary or wages; and
- (d) where the employee is provided with board and lodging by his or her employer, an amount equal to the value of that board and lodging.

period of service—see section 2G (Periods of service).

salary or wages does not include—

- (a) payments in respect of overtime; or
- (b) payments at penalty rates of pay; or
- (c) allowances which, under an award or agreement, are not to be taken into account in determining a rate of remuneration in respect of overtime.

Endnotes

1 About the endnotes

Amending and modifying laws are annotated in the legislation history and the amendment history. Current modifications are not included in the republished law but are set out in the endnotes.

Not all editorial amendments made under the *Legislation Act 2001*, part 11.3 are annotated in the amendment history. Full details of any amendments can be obtained from the Parliamentary Counsel's Office.

Uncommenced amending laws are not included in the republished law. The details of these laws are underlined in the legislation history. Uncommenced expiries are underlined in the legislation history and amendment history.

If all the provisions of the law have been renumbered, a table of renumbered provisions gives details of previous and current numbering.

The endnotes also include a table of earlier republications.

2 Abbreviation key

A = Act	NI = Notifiable instrument
AF = Approved form	o = order
am = amended	om = omitted/repealed
amdt = amendment	ord = ordinance
AR = Assembly resolution	orig = original
ch = chapter	par = paragraph/subparagraph
CN = Commencement notice	pres = present
def = definition	prev = previous
DI = Disallowable instrument	(prev...) = previously
dict = dictionary	pt = part
disallowed = disallowed by the Legislative Assembly	r = rule/subrule
div = division	reloc = relocated
exp = expires/expired	renum = renumbered
Gaz = gazette	R[X] = Republication No
hdg = heading	RI = reissue
IA = Interpretation Act 1967	s = section/subsection
ins = inserted/added	sch = schedule
LA = Legislation Act 2001	sdiv = subdivision
LR = legislation register	SL = Subordinate law
LRA = Legislation (Republication) Act 1996	sub = substituted
mod = modified/modification	<u>underlining</u> = whole or part not commenced or to be expired

Endnotes

3 Legislation history

3 Legislation history

This Act was originally a Commonwealth ordinance—the *Long Service Leave Ordinance 1976* A1976-27 (Cwlth).

The *Australian Capital Territory (Self-Government) Act 1988* (Cwlth), s 34 (4) converted most former Commonwealth ordinances in force in the ACT into ACT enactments. This allowed the ACT Legislative Assembly to amend and repeal the laws. This Act was converted into an ACT enactment on 11 May 1989 (self-government day).

As with most ordinances in force in the ACT, the name was changed from *Ordinance* to *Act* by the *Self-Government (Citation of Laws) Act 1989* A1989-21, s 5 on 11 May 1989 (self-government day).

Before 11 May 1989, ordinances commenced on their notification day unless otherwise stated (see *Seat of Government (Administration) Act 1910* (Cwlth), s 12).

Legislation before becoming Territory enactment

Long Service Leave Act 1976 A1976-27

notified 16 June 1976

commenced 16 June 1976

as amended by

Long Service Leave (Amendment) Ordinance 1978 Ord1978-20

notified 8 August 1978

commenced 8 August 1978

Long Service Leave (Amendment) Ordinance 1981 Ord1981-24

notified 10 September 1981

commenced 10 September 1981

Ordinances Revision (Companies Amendments) Ordinance 1982

Ord1982-38 sch 4

notified 30 June 1982

commenced 1 July 1982 (s 2)

Long Service Leave (Amendment) Ordinance 1987 Ord1987-73

notified 22 December 1987

commenced 1 January 1988 (s 2)

Self-Government (Consequential Amendments) Ordinance 1989**Ord1989-38 sch 1**

notified 10 May 1989 (Cwlth Gaz No S160)

s 1, s 2 commenced 10 May 1989 (s 2 (1))

sch 1 commenced 11 May 1989 (s 2 (2) and see Cwlth Gaz 1989 No S164)

Legislation after becoming Territory enactment**Statute Law Revision (Miscellaneous Provisions) Act 1993 A1993-1****sch 1**

notified 1 March 1993 (Gaz 1993 No S23)

sch 1 commenced 1 March 1993

Statute Law Revision (Penalties) Act 1994 A1994-81 sch

notified 29 November 1994 (Gaz 1994 No S253)

s 1, s 2 commenced 29 November 1994 (s 2 (1))

sch commenced 29 November 1994 (s 2 (2) and see Gaz 1994 No S269)

Statutory Offices (Miscellaneous Provisions) Act 1994 A1994-97**sch pt 1**

notified 15 December 1994 (Gaz 1994 No S280)

s 1, s 2 commenced 15 December 1994 (s 2 (1))

sch pt 1 commenced 15 December 1994 (s 2 (2) and Gaz 1994 No S293)

Statute Law Revision Act 1995 A1995-46 sch

notified 18 December 1995 (Gaz 1995 No S306)

sch commenced 18 December 1995 (s 2)

Long Service Leave (Amendment) Act 1997 A1997-68

notified 9 October 1997 (Gaz 1997 No S300)

ss 1-3 commenced 9 October 1997 (s 2 (1))

remainder commenced 17 December 1997 (s 2 (2) and Gaz 1997 No S416)

Long Service Leave (Cleaning, Building and Property Services)**Act 1999 A1989-85 s 69**

notified 23 December 1999 (Gaz 1999 No S65)

pt 1, pt 2 commenced 23 December 1999 (s 2 (1))

s 69 commenced 23 June 2000 (s 2 (3))

Endnotes

3 Legislation history

Legislation (Consequential Amendments) Act 2001 A2001-44 pt 229

notified 26 July 2001 (Gaz 2001 No 30)
s 1, s 2 commenced 26 July 2001 (IA s 10B)
pt 229 commenced 12 September 2001 (s 2 and see Gaz 2001 No S65)

Statute Law Amendment Act 2001 (No 2) 2001 No 56 pt 3.35

notified 5 September 2001 (Gaz 2001 No S65)
amnds commenced 5 September 2001 (s 2 (1))

Vocational Education and Training Act 2003 A2003-37 sch 2 pt 2.5

notified LR 8 September 2003
s 1, s 2 commenced 8 September 2003 (LA s 75 (1))
sch 2 pt 2.5 commenced 1 November 2003 (s 2)

Long Service Leave Legislation Amendment Act 2003 A2003-45 pt 2

notified LR 2 October 2003
s 1, s 2 commenced 2 October 2003 (LA s 75 (1))
pt 2 commenced 3 October 2003 (s 2)

Criminal Code (Theft, Fraud, Bribery and Related Offences) Amendment Act 2004 A2004-15 sch 2 pt 2.52

notified LR 26 March 2004
s 1, s 2 commenced 26 March 2004 (LA s 75 (1))
sch 2 pt 2.52 commenced 9 April 2004 (s 2 (1))

Long Service Leave Amendment Act 2005 A2005-22

notified LR 12 May 2005
s 1, s 2 commenced 12 May 2005 (LA s 75 (1))
ss 3-12, sch 1 commenced 13 May 2005 (s 2 and [CN2005-5](#))
remainder commenced 20 May 2005 (s 2 and [CN2005-7](#))

Occupational Health and Safety Legislation Amendment Act 2005 A2005-38 s 5

notified LR 30 August 2005
s 1, s 2 commenced 30 August 2005 (LA s 75 (1))
s 5 commenced 31 August 2005 (s 2)

Statute Law Amendment Act 2007 A2007-3 sch 3 pt 3.63

notified LR 22 March 2007
s 1, s 2 taken to have commenced 1 July 2006 (LA s 75 (2))
sch 3 pt 3.63 commenced 12 April 2007 (s 2 (1))

**Training and Tertiary Education Legislation Amendment Act 2007
A2007-12 sch 1 pt 1.9**

notified LR 13 June 2007
s 1, s 2 commenced 13 June 2007 (LA s 75 (1))
sch 1 pt 1.9 commenced 1 July 2007 (s 2 and [CN2007-3](#))

**ACT Civil and Administrative Tribunal Legislation Amendment
Act 2008 (No 2) A2008-37 sch 1 pt 1.71**

notified LR 4 September 2008
s 1, s 2 commenced 4 September 2008 (LA s 75 (1))
sch 1 pt 1.71 commenced 2 February 2009 (s 2 (1) and see [ACT Civil and Administrative Tribunal Act 2008](#) A2008-35, s 2 (1) and [CN2009-2](#))

Long Service Leave Legislation Amendment Act 2008 A2008-43

notified LR 9 September 2008
s 1, s 2 commenced 9 September 2008 (LA s 75 (1))
remainder commenced 10 September 2008 (s 2)

**Long Service Leave (Portable Schemes) Act 2009 A2009-25 sch 4
pt 4.2**

notified LR 8 September 2009
s 1, s 2 commenced 8 September 2009 (LA s 75 (1))
sch 4 pt 4.2 commenced 1 January 2010 (s 2)

**Administrative (One ACT Public Service Miscellaneous Amendments)
Act 2011 A2011-22 sch 1 pt 1.96**

notified LR 30 June 2011
s 1, s 2 commenced 30 June 2011 (LA s 75 (1))
sch 1 pt 1.96 commenced 1 July 2011 (s 2 (1))

Statute Law Amendment Act 2011 (No 2) A2011-28 sch 3 pt 3.25

notified LR 31 August 2011
s 1, s 2 commenced 31 August 2011 (LA s 75 (1))
sch 3 pt 3.25 commenced 21 September 2011 (s 2 (1))

Public Sector Management Amendment Act 2019 A2019-36 sch 1

notified LR 10 October 2019
s 1, s 2 commenced 10 October 2019 (LA s 75 (1))
sch 1 commenced 11 October 2019 (s 2)

Endnotes

3 Legislation history

COVID-19 Emergency Response Act 2020 A2020-11 sch 1 pt 1.12

notified LR 7 April 2020

s 1, s 2 commenced 7 April 2020 (LA s 75 (1))

sch 1 pt 1.12 commenced 8 April 2020 (s 2 (1))

**COVID-19 Emergency Response Legislation Amendment Act 2020
A2020-14 sch 1 pt 1.19**

notified LR 13 May 2020

s 1, s 2 taken to have commenced 30 March 2020 (LA s 75 (2))

sch 1 pt 1.19 commenced 14 May 2020 (s 2 (1))

4 Amendment history

Preliminary

pt 1 hdg ins [A2005-22](#) s 4

Name of Act

s 1 sub [A2005-22](#) s 4

Dictionary

s 2 am [Ord1981-24](#) s 2; [Ord1987-73](#) s 4; [A1997-68](#) s 4; [A1999-85](#) s 69; ss renum R6 LA
 defs reloc to dict [A2005-22](#) s 6
 s 2 remainder om [A2005-22](#) s 7
 pres s 2 ins [A2005-22](#) s 7
 def **approved training agreement** ins [A1997-68](#) s 4
 om [A2003-37](#) amdt 2.10
 def **associated company** am [Ord1982-38](#) sch 4; [A1995-46](#) sch; [A1997-68](#) s 4
 om [A2005-22](#) s 5
 def **award holiday** om [A2005-22](#) s 5
 def **continuous service** am [A1997-68](#) s 4; [A2003-37](#) amdt 2.12
 om [A2005-22](#) s 5
 def **minimum retiring age** am [Ord1987-73](#) s 4
 om [A2005-22](#) s 5
 def **training agreement** ins [A1997-68](#) s 4
 om [A2003-37](#) amdt 2.14

Notes

s 2A ins [A2005-22](#) s 7

Offences against Act—application of Criminal Code etc

s 2B ins [A2005-22](#) amdt 1.1

Important concepts

pt 2 hdg ins [A2005-22](#) s 7

Commission recipients may be employees

s 2C ins [A2005-22](#) s 7

Benefits under this Act and LSL (BCI) Act

s 2D ins [A2005-22](#) s 7
 am [A2008-43](#) s 4; [A2009-25](#) amdt 4.3

Benefits under this Act and LSL (CCI) Act

s 2E ins [A2005-22](#) s 7
 am [A2008-43](#) s 5; [A2009-25](#) amdt 4.4

Benefits under this Act and LSL (PS) Act

s 2EA ins [A2009-25](#) amdt 4.5

Endnotes

4 Amendment history

Working out remuneration—employee also receives commission

s 2F ins [A2005-22](#) s 7

Periods of service

s 2G ins [A2005-22](#) s 7
am [A2005-38](#) s 5

Entitlement to long service leave

s 3 sub [Ord1987-73](#) s 5
am [A1997-68](#) s 5
sub [A2005-22](#) s 8
am [A2008-43](#) s 6

Amount of long service leave

s 4 sub [Ord1987-73](#) s 5; [A2005-22](#) s 8

Entitlement to payment in lieu of payment

s 5 am [Ord1978-20](#)
om [Ord1987-73](#) s 5

Grant of leave

s 6 am [Ord1978-20](#); [A1994-81](#) sch; [A1997-68](#) s 6
sub [A2005-22](#) amdt 1.2
am [A2008-43](#) s 7, s 8; [A2020-11](#) amdt 1.47; [A2020-14](#)
amdt 1.97
(3A)-(3C) exp on the first day no COVID-19 emergency is in
force (s 6 (3C))

Payment for leave

s 7 am [A1997-68](#) s 7

Manner of payment for leave

s 8 am [Ord1978-20](#); [A1994-81](#) sch; [A1997-68](#) s 8; ss renum
R6 LA; [A2005-22](#) amdt 1.3; ss renum R10 LA (see [A2005-22](#)
amdt 1.4)

Public holidays not to count as leave

s 9 sub [A2003-45](#) s 4
am [A2011-28](#) amdt 3.165

Continuity of service in certain cases

s 10A ins [Ord1987-73](#) s 6

Pay in lieu of long service leave

s 11A ins [Ord1987-73](#) s 7
am [A1997-68](#) s 9; [A2008-43](#) s 9

Pay for ineligible service after 7 years

s 11B hdg sub [A2005-22](#) s 9
s 11B ins [Ord1987-73](#) s 7
am [A1997-68](#) s 10
om [A2008-43](#) s 10

Pro rata long service leave entitlement

s 11C ins [Ord1987-73](#) s 7
am [A1997-68](#) s 11; [A2003-45](#) s 5; [A2005-22](#) s 10; [A2011-28](#)
amdt 3.166

Calculation of ordinary remuneration

s 11D ins [Ord1987-73](#) s 7
am [A1997-68](#) s 12

Long service leave records

s 12 am [Ord1978-20](#); [A1994-81](#) sch; [A1997-68](#) s 13; pars renum
R6 LA
sub [A2005-22](#) amdt 1.5

Administration and enforcement

pt 3 hdg ins [A2005-22](#) s 11

Registrar of long service leave

s 13 sub [A1994-97](#) sch pt 1; [A1997-68](#) s 13
am [A2001-44](#) amdt 1.2680, amdt 1.2681
sub [A2005-22](#) s 11
(3)-(5) exp 13 May 2006 (s 13 (5))
am [A2011-22](#) amdt 1.296

Appointment of authorised officers

s 13A ins [A1997-68](#) s 14
sub [A2005-22](#) s 11
(2)-(4) exp 13 May 2006 (s 13A (4))
am [A2011-22](#) amdt 1.296

Identity cards

s 13B ins [A1997-68](#) s 14
sub [A2005-22](#) amdt 1.6
(5)-(7) exp 13 May 2005 (s 13B (7))
am [A2011-22](#) amdt 1.296

Powers of entry of authorised officers

s 13C ins [A1997-68](#) s 14

Complaints

s 13D ins [A1997-68](#) s 14
am [A2001-44](#) amdts 1.2682-1.2685; [A2007-3](#) amdt 3.350

Notice to comply with Act

s 13E ins [A1997-68](#) s 14
sub [A2005-22](#) amdt 1.7

Endnotes

4 Amendment history

Internal review by registrar

s 13F ins [A1997-68](#) s 14
sub [A2008-37](#) amdt 1.308

Review by ACAT

s 13G ins [A1997-68](#) s 14
sub [A2008-37](#) amdt 1.308

Failing to comply with requirement of authorised officer

s 13H hdg sub [A2004-15](#) amdt 2.113
s 13H ins [A1997-68](#) s 14
am [A2004-15](#) amdt 2.114, amdt 2.115
om [A2005-22](#) amdt 1.8

Liability

s 13J ins [A1997-68](#) s 14
am [A2001-44](#) amdt 1.2686, amdt 1.2687
sub [A2007-3](#) amdt 3.351

Delegation by registrar

s 13K ins [A1997-68](#) s 14
sub [A2007-3](#) amdt 3.352

Miscellaneous

pt 4 hdg ins [A2005-22](#) s 12

Offence

s 15 om [Ord1978-20](#)

Application of Act

s 16 am [A2005-22](#) s 13
exp 20 May 2005 (s 16 (5))

Approved forms

s 17 om [A1993-1](#) sch 1
ins [A2001-44](#) amdt 1.2688
am [A2007-3](#) amdt 3.353; [A2011-28](#) amdt 3.167

Regulation-making power

s 18 am [Ord1989-38](#) sch 1
sub [A1997-68](#) s 15; [A2001-44](#) amdt 1.2688

Transitional—Fair Work Act (Cwlth)

s 19 ins [A2011-28](#) amdt 3.168
exp 21 September 2012 (s 19 (3))

Dictionary

dict

ins [A2005-22](#) s 14
 am [A2008-37](#) amdt 1.309; [A2011-22](#) amdt 1.297; [A2011-28](#)
 amdt 3.169; [A2019-36](#) amdt 1.1
 def **agreement** am [A1997-68](#) s 4
 reloc from s 2 [A2005-22](#) s 6
 sub [A2011-28](#) amdt 3.170
 def **approved training contract** ins [A2003-37](#) amdt 2.11
 reloc from s 2 [A2005-22](#) s 6
 am [A2007-12](#) amdt 1.14
 def **associated company** ins [A2005-22](#) s 14
 def **authorised officer** ins [A1997-68](#) s 4
 reloc from s 2 [A2005-22](#) s 6
 def **award** am [A1997-68](#) s 4
 sub [A2001-56](#) amdt 3.445
 reloc from s 2 [A2005-22](#) s 6
 sub [A2011-28](#) amdt 3.171
 def **award holiday** ins [A2005-22](#) s 14
 om [A2011-28](#) amdt 3.172
 def **casual employee** ins [A1997-68](#) s 4
 reloc from s 2 [A2005-22](#) s 6
 def **continuous service** ins [A2005-22](#) s 14
 def **determination** sub [Ord1989-38](#) sch 1
 reloc from s 2 [A2005-22](#) s 6
 om [A2011-28](#) amdt 3.173
 def **employee** sub [Ord1981-24](#) s 2l; [A1997-68](#) s 4
 reloc from s 2 [A2005-22](#) s 6
 sub [A2019-36](#) amdt 1.2
 def **minimum retiring age** ins [A2005-22](#) s 14
 om [A2011-28](#) amdt 3.174
 def **ordinary remuneration** am [A1997-68](#) s 4
 reloc from s 2 [A2005-22](#) s 6
 def **period of service** ins [A2005-22](#) s 14
 def **salary or wages** reloc from s 2 [A2005-22](#) s 6
 def **trainee** ins [A1997-68](#) s 4
 am [A2003-37](#) amdt 2.13
 reloc from s 2 [A2005-22](#) s 6
 om [A2011-28](#) amdt 3.175

Endnotes

5 Earlier republications

5 Earlier republications

Some earlier republications were not numbered. The number in column 1 refers to the publication order.

Since 12 September 2001 every authorised republication has been published in electronic pdf format on the ACT legislation register. A selection of authorised republications have also been published in printed format. These republications are marked with an asterisk (*) in column 1. Electronic and printed versions of an authorised republication are identical.

Republication No	Amendments to	Republication date
1	Ord1989-38	31 May 1991
2	A1993-1	31 August 1993
3	A1994-97	31 January 1995
4	A1995-46	30 November 1996
5	A1997-68	31 December 1997
6*	A2001-56	23 January 2002
7	A2003-45	3 October 2003
8	A2003-45	1 November 2003
9	A2004-15	9 April 2004
10 (RI) †	A2005-22	18 May 2005
11 (RI) †	A2005-22	19 May 2005
12	A2005-22	20 May 2005
13	A2005-22	21 May 2005
14*	A2005-38	31 August 2005
15	A2005-38	14 May 2006
16	A2007-3	12 April 2007
17	A2007-12	1 July 2007
18	A2008-43	10 September 2008
19*	A2008-43	2 February 2009
20	A2009-25	1 January 2010

Republication No	Amendments to	Republication date
21	A2011-22	1 July 2011
22	A2011-28	21 September 2011
23*	A2011-28	22 September 2012
24	A2019-32	11 October 2019
25	A2020-11	8 April 2020

† includes republication correction

© Australian Capital Territory 2020