

## A-Z Guide

# LONG SERVICE LEAVE



Long service leave is not provided for in legislation. However, it is a common feature in employment agreements. Employment agreements that provide for long service leave generally provide for either an additional week or weeks of leave:

- Every year after a prerequisite number of years of service
- For the year at specified anniversaries of service.

Long service leave is additional to the minimum entitlements in the Holidays Act 2003 and therefore it is not necessarily calculated in accordance with the Act. However, it often is calculated using the same method as annual leave. Because long service leave is an additional entitlement to the holidays required by the Holidays Act, the parties to the employment agreement may agree for it to be exchanged for monetary benefit or cashed up.

Should you wish to include a long service leave provision in your employment agreement, an EMA Advice Employment Relations Consultant can assist you with drafting one.

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## Remember

- Always call AdviceLine on 0800 300 362 to check you have the latest guide.
- Never hesitate to ask AdviceLine for help in interpreting and applying this guide to your situation.
- Use our AdviceLine employment advisors as a sounding board to test your views.

This guide is not comprehensive and should not be used as a substitute for professional advice.

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