



Long Service Leave Policy

Effective 22nd April 2016

Employees who have worked for our business for a number of years bring significant value to our team and we would like to recognise the importance of this.

5 Years

Employees who have carried out 5 years of continuous employment shall be eligible for a bonus equivalent to 1 week's ordinary pay on their 5 year employment anniversary. This shall be based on their ordinary hours and ordinary hourly rate at the time of their 5 year anniversary

7 Years

Employees who have carried out 7 years of continuous employment shall be eligible for a bonus equivalent to 1 week's ordinary pay on their 7 year employment anniversary. This shall be based on their ordinary hours and ordinary hourly rate at the time of their 7 year anniversary

10 Years

Full time employees who have carried out 10 years of continuous employment shall accrue an additional 1 week per annum of annual leave from their 10 year anniversary onward. This shall take the employee's per annum annual leave entitlement up from 20 days to 25 days for a full time employee.

If the employee works part time it shall be as per above pro-rata according to their terms of employment.

Specific terms...

- *If an employee resigns from DNA Electrical and subsequently returns then they are not deemed to be in continuous employment.*
- *However, should an employee apply for a period of extended leave, be granted the leave, and then return as per the terms of the extended leave then their period of employment shall be deemed to continue.*
 - o *For example, should John Smith have worked for DNA Electrical for 3 years and wish to go overseas. John could apply for extended leave for say 12 months. If he is granted the extended leave then when he returns after his 12 months overseas his time will continue to accrue from 3 years. If John had resigned and then was re-employed by DNA Electrical when we returned from overseas his number of years employed shall be deemed to start again from zero.*