

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 as required.

6. Associated Documents

Nil.

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

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

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
Previous Policies		
FIN006 – Employee Entitlements 3.1.6 – Employee Entitlements		