

Recognition of Prior Service Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to contemporary employment practices that recognise high-quality employees and their contribution to the University's vision and values.

(2) Recognition of prior service for Long Service Leave (LSL) entitlement is designed to recognise a new employee's continuous service with previous, approved employers so that the employee can access their LSL entitlement at CDU, without re-starting their qualifying period.

Section 2 - Purpose

(3) This procedure aims to ensure a consistent and transparent approach to determine employee eligibility and recognition of prior service for LSL entitlements.

Section 3 - Scope

(4) This procedure applies to all continuing and fixed-term employees who:

- a. Have prior service with one or more approved employers; and
- b. Have not had any breaks in service exceeding twelve (12) months between the employment of approved employers.

(5) Submissions for recognition of service with greater than twelve (12) months break may be made to the Director People and Culture for individual consideration.

Section 4 - Procedure

Approved employers

(6) The University recognises the following as approved employers for recognition of LSL purposes:

- a. Any Australian University, University College, or Institute of Higher Education;
- b. Northern Territory Public Service;
- c. Australian Public Service;
- d. National Tertiary Education Union;
- e. Association for Tertiary Education Management;
- f. Australian Higher Education Industrial Association;
- g. Tertiary Education Quality and Standards Agency;
- h. Australian Skills Quality Authority; and
- i. Menzies School of Health Research.

(7) The Vice-Chancellor (VC) may approve additional employers on a case-by-case basis.

Application for recognition of prior service

(8) A new employee seeking to transfer long service leave funds from their previous employer will need to initiate the process prior to commencing their employment with CDU. This is to ensure financial transfers between employers are processed prior to any payout of final monies owed.

(9) A new employee applying for recognition of prior service (for years of service purposes only) must do so within six (6) months of commencing employment at CDU.

(10) Applications received after 6 months may be considered by the Director People and Culture.

(11) To apply, a completed Recognition of Prior Service application form (separate form for each approved employer) must be submitted to People and Culture.

(12) People and Culture will contact the Human Resources department of the employee's previous approved employer(s) to validate the employee's service.

(13) Upon confirmation of prior service from the approved employer(s), People and Culture will advise the employee in writing whether the University will recognise the employment for LSL entitlement purposes.

(14) For approved applications, the prior service qualifying period will be calculated on a year-for-year basis, from the employment start date to the employment end date for period(s) of employment with each approved employer.

(15) The University only applies prior service recognition to the continuous service period for assessing eligibility to access LSL. The University does not recognise prior service for salary purposes.

(16) The eligibility for transferring entitlements from previous employers to CDU will depend on the nature of the role (fixed-term or ongoing) and will be assessed on a case-by-case basis.

Section 5 - Non-Compliance

(17) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct - Students](#).

(18) Complaints may be raised in accordance with the [Code of Conduct - Employees](#) and [Code of Conduct - Students](#).

(19) All employees have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

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| Status | Current |
| Effective Date | 6th August 2024 |
| Review Date | 6th August 2027 |
| Approval Authority | Vice-Chancellor |
| Approval Date | 3rd August 2024 |
| Expiry Date | Not Applicable |
| Responsible Executive | Peta Preo Director People and Culture |
| Implementation Officer | Peta Preo Director People and Culture |
| Enquiries Contact | Peta Preo Director People and Culture |