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 Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(19) All staff members 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

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

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.