

## REQUIREMENT TO TAKE LONG SERVICE LEAVE - TEMPLATE

Dear [Staff Member Name]

**Re: Excessive Long Service Leave Balance**

On [insert date of earlier communication], I formally advised you that you were required to put in place an agreed plan to take your excess long service leave and reduce the balance to 30 days or less *[substitute 35 days for shift workers]*.

You have now had six months' notice to put a plan in place and have this entered and approved in Staff Services Online, but no plan is in place.

Consequently, in accordance with clause 4.11.3.5 of the Enterprise Agreement, I now give you notice that you are required to take long service leave on the following days:

From [insert first date of leave] to [insert last day of leave] inclusive  
(or as suitable to the University, across more than one period of time).

***As you would expect, during this period, you are not to report for work.***

Please note that I will now enter this leave of absence in Staff Services Online on your behalf.

Should you wish to discuss these arrangements please contact me [insert extension].

Yours sincerely

[Supervisor]

Cc: [staff file, records management office]

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