

## Shared Services SA

Payroll Services – July 2019

## Public Sector Skills & Experience Retention Entitlement Frequently Asked Questions

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### Commissioner' Determination 3.1 (Leave)

The Determination 3.1 (operative from 1 June 2013), may be accessed from the Office of Public Employment and Review website ([www.oper.sa.gov.au](http://www.oper.sa.gov.au)) in the "Publications" section. <http://files.oper.sa.gov.au/files/commissioners-determination-3-1-employment-conditions---leave.pdf>).

Eligible employees will be able to access their entitlements to retention leave on and from 1 July 2013. Details are provided in Attachment D of the new Determination 3.1, together with an "Explanatory Sheet" that is available on the PSWR website, [www.pswr.sa.gov.au](http://www.pswr.sa.gov.au). (<http://www.pswr.sa.gov.au/skills-and-experience-retention-entitlement>).

### Commonly Asked Questions - Quick Find – Scripting - (Ctrl + Click to follow link)

[Script – Eligible employee – Am I eligible?](#)

[Script – Employee's that are not eligible](#)

[Script – How do I apply for retention leave?](#)

[Script – How do I know what my balance is?](#)

[Script – 5-year rule – Do I have to take my leave within a specific period?](#)

[Script – How do I convert my Retention Leave to a monetary payment?](#)

[Script - Conversion to monetary amount process \(Employee has missed the cut off date\)](#)

[Script - Can I split my portion of the entitlement i.e. bank a day and convert the remainder?](#)

[Script - CHRIS 21, CHRIS 21 & SAPOL – how will I see my balance?](#)

[Script – When will I get my payment for Retention Leave?](#)

[Script – What is the tax treatment for Retention Leave to a monetary amount? \(Nomination to Convert\)](#)

[Script – Does Payroll Tax apply to Retention Leave?](#)

## All Questions - Quick Find (Ctrl + Click to follow link)

### 1. What is Retention Leave

[\*What is Retention Leave?\*](#)

### 2. Who is eligible

[\*Who is eligible for Retention Leave?\*](#)

[\*Who is not eligible for Retention Leave?\*](#)

[\*Where an employee is injured and has a valid Workers Compensation Claim, is the employee entitled to Retention Leave?\*](#)

[\*Is an employee who had less than 15 years of effective service prior to 1 July 2011 eligible to Retention Leave?\*](#)

[\*Is an employee who separates prior to 1 July 2012 eligible to Retention Leave?\*](#)

[\*On Termination, what is an employee entitled to?\*](#)

[\*Can prior service be recognised?\*](#)

[\*What if an employee has not had continuous service?\*](#)

[\*How does LWOP affect Retention Leave?\*](#)

[\*Does Retention and Long Service Leave have the same effective date \(or adjusted date\)?\*](#)

### 3. Rate of Accrual

[\*When does the Retention entitlement commence?\*](#)

[\*How is the Leave accrued?\*](#)

[\*Does an employee accrue retention Leave in working days and / or hours?\*](#)

[\*As a full-time employee how many hours do I accrue?\*](#)

[\*As a part time employee how many hours do I accrue?\*](#)

[\*As a casual employee how many hours do I accrue?\*](#)

### 4. Leave Applications

[\*Can an employee take Retention Leave as soon as they accrue enough for a whole working day?\*](#)

[\*Can an employee take part of a whole day's Retention Leave?\*](#)

[\*How do I apply for/take Retention Leave as a Full Time Employee?\*](#)

[\*How do I apply for/take Retention Leave as a Part Time Employee?\*](#)

[\*How do I apply for/take Retention Leave as a Casual Employee?\*](#)

[\*How do I apply for/take Retention Leave as an Employee working compressed weeks?\*](#)

[\*How do I apply for/take Retention Leave as an Employee working Flexi Time?\*](#)

[\*How does an employee apply for Retention Leave?\*](#)

*Who needs to approve Retention Leave?*

**5. Balances**

*How do I know what my balance is?*

**6. Additional Hours (Part Timers)**

*If an employee has worked more than their contracted hours, do they accrue more Retention Leave?*

**7. Casuals**

*Does a Casual employee accrue Retention Leave?*

**8. Pay In Advance (PIA)**

*Can I apply for Retention Leave in advance?*

**9. Extended Retention Leave (Half Pay)**

*Can I take Retention Leave at half pay?*

**10. Programmed Days Off/ Public Holidays**

*When I apply for Retention Leave does the PDO, ADO, etc. or Public Holiday count as Retention Leave?*

**11. Self Service/ CHRIS KIOSK**

*Can I apply for Retention Leave through Self Service/Kiosk?*

**12. Five-Year Rule**

*Can I bank up my Leave like Long Service Leave or do I have to take it within a specified period?*

**13. Normal Salary Payments**

*How is Retention Leave paid during a period of Leave?*

**14. Separation Payments**

*How is Retention Leave paid on separation?*

**15. Election**

*Is the Election to Convert Retention Leave paid at my normal salary?*

*Does the employee need to submit the forms in any defined period?*

*How does the employee elect to convert Retention Leave to a monetary payment?*

**16. Leave Balance Payment**

*Can an employee elect to convert all their accrued entitlement?*

*Can I elect to bank up consecutive financial years and then elect to convert all or part of the entitlement to a monetary amount?*

*Can I elect to receive a portion of the entitlement? I.e. Bank a day and convert the remainder.*

*Does an employee only receive whole days when the Leave is paid out on election?*

**17. Tax Treatment**

*What is the tax treatment for hours requested to be paid out (Nomination Form)*

**18. Payroll Tax**

*Is payroll tax payable on Retention Leave?*

**19. Super on Conversion**

*Is superannuation payable on the Monetary Payment (Lump Sum)?*

**20. Payments**

*When will I receive my payment?*

**21. Salary Sacrifice on Retention Leave**

*Is Salary Sacrifice payable on the Retention Leave?*

**22. Super on Retention Leave**

*Is superannuation payable on the Retention Leave?*

**23. Employee Payslips**

*Will my payslips reflect my Retention Leave?*

| Question topic             | Question in full                                   | Answer  | Relating to                                |
|----------------------------|--|---|--|
| 1. What is retention leave | <b><i>What is Retention Leave?</i></b>             | An eligible employee is entitled to an additional amount of Leave (Retention Leave) for each completed month of effective service.  | General<br><a href="#">Back to top</a>     |
| 2. Who is Eligible         | <b><i>Who is eligible for Retention Leave?</i></b> | <p><b><i>Script – Eligible employee – Am I eligible?</i></b></p> <p><i>“You are eligible if you are:</i></p> <p><i>“A public sector employee who has completed 15 or more years of service and is either employed under the Education Act (1972), Parliament Act (1985) or the Public Sector Act (2009) or a Public Health Sector (apart from head office employees of the Department for Health &amp; Ageing).”</i></p> <p><i>“Based on our records, (insert customers name), I can confirm that you are eligible.”</i></p> <p><b><i>(Ensure you have checked details)</i></b></p> <p><b>Information:</b> An “eligible employee” is a public sector employee who has completed 15 or more years of effective service and who is either:</p> <ul style="list-style-type: none"> <li>• employed under the Education Act 1972, Parliament (Joint Services) Act 1985 or Public Sector Act 2009 (“PS Act”); or</li> <li>• subject to the long service Leave entitlements provided in the PS Act, either as a result of regulation 13 of the Public Sector Regulations 2010 or some other industrial instrument (i.e. an Enterprise Agreement).</li> </ul> <p>Employees in the public health sector (apart from public servants employed in the “head office” of the Department for Health and Ageing) derive their entitlement to Retention Leave as a consequence of their entitlement to Long Service Leave pursuant to the PS Act.</p> | Eligibility<br><a href="#">Back to top</a> |

| Question topic     | Question in full                                       | Answer   | Relating to   |
|--------------------|--|--|---|
| 2. Who is Eligible | <b><i>Who is not eligible for Retention Leave?</i></b> | <p><b><i>Script – Employee’s that are not eligible</i></b></p> <p><i>“Based on our records, unfortunately (insert customers name) you are not currently eligible for retention leave.”</i></p> <p><i>If the customer disputes this advice:</i></p> <p><i>“If you have any concerns regarding this, please contact (insert relevant agency name) to discuss this further, do you have their contact number?”</i></p> <p><b><i>(If not, provide phone number to customer)</i></b></p> <p><b>Information:</b></p> <p>Board &amp; Tribunal Members</p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members of Parliament</li> <li>• Advisory Council Members</li> <li>• Non-Award appointed employees (as specified by Agency HR units)</li> <li>• South Australian Police Enterprise Agreement 2011</li> <li>• Employees covered by Long Service Leave Act 1987. Employees not covered by PS Act 2009</li> </ul> | <p>Eligibility</p> <p><a href="#">Back to top</a></p> |

| Question topic  | Question in full  | Answer   | Relating to                                      |
|---|---|--|--|
| <b>2. Who is Eligible</b><br>Workers Compensation                                   | <b><i>Where an employee is injured and has a valid Workers Compensation Claim, is the employee entitled to Retention Leave?</i></b> | <p>Employees on Workers Compensation are, subject to conditions set out in CD 3.1: Employment Conditions – Leave, eligible to accrue Retention Leave.</p> <p>If an employee is absent from work or working reduced hours while engaged in a Rehabilitation and Return to Work Program, accrual of Retention Leave shall be based on the employee's pre-injury employment status.</p> <p>If a person is in receipt of Workers Compensation weekly payments, but is not employed on and after 1 July 2012, then the employee will not be eligible to accrue Retention Leave.</p> | Eligibility<br><a href="#">Back to top</a>       |
| <b>2. Who is Eligible</b><br>New Employees  | <b><i>Is an employee who started on or after 1 July 2011 eligible to Retention Leave?</i></b>                                       | <p>Yes. The employee will accrue Retention Leave once they complete 15 years of effective service at the appropriate financial year's rate e.g. if they complete 15 years of effective service during the 2013-14 financial year they will accrue at the rate of 1/4 working day per completed month, then 1/3 for the 2014-15 financial year thereafter.</p> <p>The only exception is where an employee has termination prior to 1 July 2012.</p>   | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>2. Who is Eligible</b><br>Employees with less than 15 years of effective service | <b><i>Is an employee who had less than 15 years of effective service prior to 1 July 2011 eligible to Retention Leave?</i></b>      | <p>Yes. The employee will accrue Retention Leave once they complete 15 years of effective service at the appropriate financial year's rate e.g. if they complete 15 years of effective service during the 2013-14 financial year they will accrue at the rate of 1/4 working day per completed month, then 1/3 for the 2014-15 financial year thereafter.</p> <p>The only exception is where an employee has separated prior to 1 July 2012.</p>   | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>2. Who is Eligible</b><br>Separation Eligibility                                 | <b><i>Is an employee who separates prior to 1 July 2012 eligible to Retention Leave?</i></b>  | <p>No. They must be employees on 1 July 2012 to be eligible.</p>   | Leave Entitlement<br><a href="#">Back to top</a> |

| Question topic                                     | Question in full  | Answer   | Relating to   |
|--|---|--|---|
| 2. Who is Eligible<br>Separation<br>Entitlements   | <b><i>On Separation, what is an employee entitled to?</i></b>     | Consistent with Long Service Leave, an employee will be entitled to the receive entitlements accrued, up to the last completed month of effective service.   | Leave<br>Entitlement<br><a href="#">Back to top</a> |
| 2. Who is Eligible<br>Prior Service/<br>Transfers  | <b><i>Can prior service be recognised?</i></b>                    | In determining if an employee has completed 15 or more years of effective service to be eligible for Retention Leave (refer to Attachment D – Public Sector Skills and Experience Retention Leave), the public sector agency will include previous service that has been recognised for the purposes of Long Service Leave.<br><br>The entitlement to Retention Leave will accrue from the date of employment with the public service administrative unit or public sector agency.<br><br>Retention Leave does not accrue from any earlier date. | Leave<br>Entitlement<br><a href="#">Back to top</a> |
| 2. Who is Eligible<br>Break in Service             | <b><i>What if an employee has not had continuous service?</i></b> | A period of more than 3 months (other than for parenting purposes) between periods of paid employment is considered to be a break in service, and the service prior to such a break will not be considered as effective service for the purposes of accruing future Retention Leave.<br><br>If such a break in service occurs, the employee must receive payment in lieu of the Retention Leave which they may have accrued up until the end of the last period of paid employment before the break in service occurred.                         | Leave<br>Entitlement<br><a href="#">Back to top</a> |
| 2. Who is Eligible<br>Special Leave<br>Without Pay | <b><i>How does LWOP affect Retention Leave?</i></b>               | Consistent with Long Service Leave. Time taken as Special Leave Without Pay in excess of one calendar month is not counted for the purposes of Retention Leave accruals.<br><br>Special Leave without pay in excess of one calendar month moves the effective service date forward (i.e. it becomes a later date) by the number of calendar days from the first day of leave without pay not to count (i.e. in excess of the equivalent of one calendar month) to the calendar day before the employee returns to work.                          | Leave<br>Entitlement<br><a href="#">Back to top</a> |



| Question topic   | Question in full  | Answer  | Relating to                                      |
|--|---|---|--|
| <b>2. Who is Eligible</b><br>Special Leave<br>Without Pay          | <b><i>Does Retention and Long Service Leave have the same effective date (or adjusted date)</i></b> | The leave without pay provisions for both Long Service Leave and Retention Leave are the same.<br><br>The dates for both are therefore the same.  | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>3. Rate of Accrual</b><br>Commencement of the leave entitlement | <b><i>When does the Retention entitlement commence?</i></b>   | The calculation for entitlements will commence from 1 July 2011.<br>Employees must also still be employed as at 1 July 2012 to be eligible.   | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>3. Rate of Accrual</b>  | <b><i>How is the Leave accrued?</i></b>   | An eligible employee is entitled to Retention Leave for each completed month of effective service as follows:<br><br>Financial year accrual per month of effective service maximum accrual per year<br><br>2011–12 $\frac{1}{6}$ working days up to a maximum of two working days (where an employee has, or attains, 15 years of effective service during 2011/12 financial year and is an employee on 1 July 2012).<br><br>2012–13 $\frac{1}{6}$ working days up to a maximum of two working days.<br><br>2013–14 $\frac{1}{4}$ working days up to a maximum of three working days.<br><br>2014–15 onwards $\frac{1}{3}$ working days up to a maximum of four working days. | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>3. Rate of Accrual</b>  | <b><i>Does an employee accrue Retention Leave in working days and / or hours?</i></b>               | Whilst the accrual rate is in working days, the regulations allows for the accrual of the entitlement to be calculated<br><br>as a number of working hours leave for each completed month of effective service. Refer to examples in the Commissioner's Determination.  | Leave Entitlement<br><a href="#">Back to top</a> |

| Question topic                                   | Question in full  | Answer  | Relating to                                      |
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| <b>3. Rate of Accrual</b><br>Full Time Employees | <b><i>As a full-time employee how many hours do I accrue?</i></b> | <p>Whilst the accrual rate is in working days, the regulations allows for the accrual of the entitlement to be calculated as a number of working hours Leave for each completed month of effective service. Refer to CD 3.1, Attachment D.</p> <p>The accrual of the entitlement will be calculated as a number of working hours for each completed month of effective service e.g. 1.25 hours per service month for an employee who is based on 37.5 hours per week full time.</p>   | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>3. Rate of Accrual</b><br>Part Time Employees | <b><i>As a part time employee how many hours do I accrue?</i></b> | <p>Part time employees will accrue Retention Leave at the same fraction of a working day for each month of effective service completed during the relevant financial year; however, the number of hours paid leave available will be based on the proportion of hours worked. Refer to CD 3.1, Attachment D.</p>  | Leave Entitlement<br><a href="#">Back to top</a> |
| <b>3. Rate of Accrual</b><br>Casual Employees    | <b><i>As a casual employee how many hours do I accrue?</i></b>    | <p>Casual employees are entitled to accrue and take Retention Leave provided they meet the requirements for effective service.</p> <p>Effective service includes service where an employee is not actually working but where there is a continuing relationship between the employee and the employer.</p> <p>Casual employees will accrue Retention Leave at the same fraction of a working day for each month of effective service completed during the relevant financial year, however the number of hours paid leave available will be based on the proportion of hours worked up to a maximum equal to that of a full time equivalent (e.g. 37.5).</p> <p>Where a casual employee's hours of work fluctuate during each effective service month, the amount of Retention Leave accrued during an effective service month will be calculated on the hours worked, by the employee during each effective service month up to a maximum equal to that of a full time equivalent.</p> | Leave Entitlement<br><a href="#">Back to top</a> |

| Question topic                                      | Question in full  | Answer   | Relating to  |
|---|---|--|--|
| <b>4. Leave Applications</b>                        | <b><i>Can an employee take Retention Leave as soon as they accrue enough for a whole working day?</i></b> | Yes. An eligible employee may apply to take Retention Leave once the employee has accrued an amount of Leave equivalent to one working day.  | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b>                        | <b><i>Can an employee take part of a whole day's Retention Leave?</i></b>                                 | No. The employee cannot take a portion of a day of Retention Leave nor take a whole day in combination with Retention Leave and another type of Leave or flexi time.   | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Full Time Employees | <b><i>How do I apply for/take Retention Leave as a Full Time Employee?</i></b>                            | Retention Leave must be applied for and taken in whole working days.<br><br>While Retention Leave will accrue as part of a working day for each month of service, Retention Leave may not be taken as a half day or other portion of a working day | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Part-Time Employees | <b><i>How do I apply for/ take Retention Leave as a Part Time Employee?</i></b>                           | Retention Leave must be applied for and taken in whole working days.<br><br>While Retention Leave will accrue as part of a working day for each month of service, Retention Leave may not be taken as a half day or other portion of a working day | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Casual Employees    | <b><i>How do I apply for/ take Retention Leave as a Casual Employee?</i></b>                              | Retention Leave must be taken as a whole working day.<br><br>A working day for a casual employee for the purposes of Retention Leave is equal to that of a full time equivalent (e.g. 7.5 hour working day).                                       | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |

| Question topic   | Question in full  | Answer   | Relating to  |
|--|---|--|--|
| <b>4. Leave Applications</b><br>Employees working compressed weeks | <b><i>How do I apply for/ take Retention Leave as an Employee working compressed weeks?</i></b> | <p>If an employee working on a compressed weeks arrangement applies for a single working day of Retention Leave where they would usually work a standard working day, their single day's Leave should be debited as 1 working day.</p> <p>If, the single day of Retention Leave constitutes a non-standard working day, a single working day is deducted.</p> <p>The relevant number of hour's equivalent to the working day taken should be deducted from the employee's accrued Retention Leave hours.</p> <p>For example, if an employee is working on a compressed weeks arrangement and applies for a single day's Retention Leave on a non-standard working day of 9 hours, then the employee will have 1 working day debited (9 hours debited) from employee's accrued Retention Leave.</p> | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Employees working Flexi Time       | <b><i>How do I apply for/ take Retention Leave as an Employee working Flexi Time?</i></b>       | <p>The number of working days taken and working hours paid during Retention Leave must be recorded on the relevant payroll system regardless of whether an employee is working under a flexi time arrangement or not.</p>  | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Delegations                        | <b><i>How does an employee apply for Retention Leave?</i></b>                                   | <p><b><i>For VALEO – How do I apply for retention leave?</i></b></p> <p>You can apply for Retention Leave by obtaining the form from your Agency; these will either be available via the intranet or in hard copy". (Dependent upon each Agency)</p> <p>"If you currently apply for leave via Self Service/Kiosk, then you are able to apply for Retention Leave using this service.</p> <p><b><i>For CHRIS 21 – How do I apply for retention leave?</i></b></p> <p>You can apply for Retention Leave via HR21 Employee and Manager Self Service.</p>  | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>4. Leave Applications</b><br>Delegations                        | <b><i>Who needs to approve Retention Leave?</i></b>   | <p>Agencies will establish the appropriate delegation for the Retention Leave. Refer to relevant Agencies HR.</p>  | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |

| Question topic   | Question in full   | Answer   | Relating to  |
|--|--|--|--|
| <b>5. Balances</b><br>Payroll<br>Services<br>Processing                    | <i><b>How do know I know what my balance is?</b></i>   | <p>You can view your leave balance by logging into HR21 Employee and Manager Self Service. This is accessible to public sector employees with a SA Government email address.</p> <p>For details on how to view your leave balance within HR21, refer to the 'leave' topic of the Quick Reference Guides.</p> <p>If you do not have access to HR21 and you have a SA Government email address, you can request access by emailing your Payroll Services enquiry email address."</p> <p><b>Information:</b> All Payroll systems will have been updated balances.</p> <p><b>CHRIS 21 and VALEO</b> will have balance reported on payslips.</p> <p><a href="http://www.sharedservices.sa.gov.au/service-delivery/docs/hrms/leaveform.html">http://www.sharedservices.sa.gov.au/service-delivery/docs/hrms/leaveform.html</a></p> | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |
| <b>6. Additional Hours (Part Timers)</b><br>Payroll Services<br>Processing | <i><b>If an employee has worked more than their contracted hours, do they accrue more Retention Leave?</b></i> | <p>Part Time employees will accrue Retention Leave at the same fraction of a working day for each month of effective service completed during the relevant financial year, however the number of hours paid leave available will be based on the proportion of hours worked up to a maximum equal to that of a full time equivalent.</p>   | Applying/<br>Taking Leave<br><a href="#">Back to top</a> |

| Question topic                                   | Question in full   | Answer  | Relating to  |
|--|--|---|--|
| <b>7. Casuals</b><br>Payroll Services Processing | <b><i>Does a Casual employee accrue Retention Leave?</i></b>   | <p>Casual employees will accrue Retention Leave at the same fraction of a working day for each month of effective service completed during the relevant financial year, however the number of hours paid leave available will be based on the proportion of hours worked up to a maximum equal to that of a full time equivalent (e.g. 37.5).</p> <p>Where a Casual employee's hours of work fluctuate during each effective service month, the amount of Retention Leave accrued during an effective service month will be calculated on the hours worked by the employee during each effective service month up to a maximum equal to that of a full time equivalent.</p> | Applying/<br>Taking Leave<br><br><a href="#">Back to top</a> |
| <b>8. Pay In Advance (PIA)</b>                   | <b><i>Can I apply for Retention Leave in advance?</i></b>  | <p>An employee who is granted Retention Leave may elect to be paid the total remuneration which would be payable on the paydays during the Retention Leave on the payday prior to the Leave being taken. Subject to Agencies provisions for PIA.</p>  | Applying/<br>Taking Leave<br><br><a href="#">Back to top</a> |
| <b>9. Extended Retention Leave (Half Pay)</b>    | <b><i>Can I take Retention Leave at half pay?</i></b>  | <p>The Commissioner's Determination 3.1, Attachment D does not have any provisions for Retention Leave to be taken at half pay.</p>   | Applying/<br>Taking Leave<br><br><a href="#">Back to top</a> |
| <b>10. Programmed Days Off/ Public Holidays</b>  | <b><i>When I apply for Retention Leave does the PDO, ADO, etc. or Public Holiday count as Retention Leave?</i></b> | <p>Retention Leave cannot be taken on the same day as a programmed day off or public holiday.</p>   | Applying/<br>Taking Leave<br><br><a href="#">Back to top</a> |
| <b>11. Self Service/ CHRIS KIOSK</b>             | <b><i>Can I apply for Retention Leave through Self Service/Kiosk?</i></b>  | <p>You can apply for Retention Leave via HR21 Employee and Manager Self Service.</p>  | Applying/<br>Taking Leave<br><br><a href="#">Back to top</a> |

| Question topic     | Question in full   | Answer   | Relating to  |
|--------------------|--|--|--|
| 12. Five-Year Rule | <i>Can I bank up my leave like Long Service Leave or do I have to take it within a specified period?</i> | <p><b>5-year rule – Do I have to take my leave within a specific period?</b></p> <p>It is important to be aware that leave entitlement that has accrued and is not taken within 5 years of the end of the financial year it did accrue in, will lapse. There has been a transitional period allowed which means that no accrued entitlement was able to lapse before the 1st of July 2018.</p> <p><b>Information:</b> Retention Leave entitlement that has accrued and is not taken within 5 years of the end of the financial year in which that leave accrued, will lapse.</p> <p>That is, the entitlement will cease to be applicable and will in effect be lost. A sum equal to the monetary value of any entitlement that is lost will not be payable.</p> <p>Further, no accrued entitlement was able to lapse before 1 July 2018, to allow for Retention Leave accrued during the transitional period for the 2011/2012 financial year.</p> <p>Example: An eligible employee may have up to 4 working days Retention Leave entitlement at the conclusion of the 2012-13 financial year (2 days accrued during 2011-12, and 2 days accrued during 2012-13).</p> <p>In the event that the employee has not converted Retention Leave to a monetary amount or taken all of that Retention Leave before 1 July 2018 then the 4 days Retention Leave will be lost.</p> | <p>Applying/<br/>Taking Leave</p> <p><a href="#">Back to top</a></p> |

| Question topic                                    | Question in full  | Answer  | Relating to  |
|---|---|---|--|
| <b>13. Normal Salary Payments</b><br>Remuneration | <b><i>How is Retention Leave paid during a period of Leave?</i></b> | <p>Retention Leave entitlement will be taken to constitute Long Service Leave.</p> <p>During a period of Retention Leave an employee is entitled to be paid at the rate of their normal remuneration (adjusted as required by this Determination for part time employees) and the following allowances (if applicable):</p> <ul style="list-style-type: none"> <li>• Whyalla Cost of Living Allowance;</li> <li>• Locality Allowance;</li> <li>• Qualification, Proficiency and Skill Allowance (including First Aid Allowance);</li> <li>• Additional Duties Allowance where it is intended that the additional duties will continue to be performed when the employee returns from Retention Leave; and</li> <li>• Casual Loading (if applicable).</li> </ul> | <p>Applying/<br/>Taking Leave</p> <p><a href="#">Back to top</a></p> |
| <b>14. Separation Payments</b><br>Remuneration    | <b><i>How is Retention Leave paid on separation?</i></b>            | <p>Retention Leave entitlement will be taken to constitute Long Service Leave.</p> <p>On separation an employee is entitled to be paid at the rate of their normal remuneration (adjusted as required by this Determination for part time employees) and any allowances normally paid on Termination (same provision as LSL).</p>   | <p>Entitlement</p> <p><a href="#">Back to top</a></p>                |



| Question topic            | Question in full   | Answer   | Relating to  |
|---------------------------|--|--|--|
| 15. Election Remuneration | <b><i>Is the Election to Convert Retention Leave paid at my normal salary?</i></b> | <p><b><i>Script - Conversion to monetary amount process (Employee has missed the cut off date)</i></b></p> <p><i>“Nomination forms to convert to a monetary amount had a requirement to be submitted within the period of 1 Jul – 31 August; unfortunately, you have not made this time frame. Your accrued leave will be banked until leave is taken or termination occurs.”</i></p> <p><b>Information:</b> The monetary payment amount is fixed by Regulation and will be indexed by CPI each year. The current monetary amount for each working day is \$201.00 (which will be reduced where a portion of a working day is converted).</p>  | <p>Election to Convert Entitlement to a Monetary Amount</p> <p><a href="#">Back to top</a></p> |
| 15. Election Remuneration | <b><i>Does the employee need to submit the forms in any defined period?</i></b>    | <p><b><i>Script – How do I convert my Retention Leave to a monetary payment?</i></b></p> <p><i>“In order for you to receive a payment for Retention Leave, you will need to complete and submit the Nomination form by the 31st of August of the year following the year which you accrued the leave.</i></p> <p><i>You can find this form on the Shared Services website, select Service Delivery, Payroll Services and click on the link titled Nomination form”.</i></p> <p><b>Information:</b> Between 1 July and 31 August each year an employee may elect to convert the Retention Leave accrued in the preceding financial year to a monetary payment.</p> <p>Employees must complete and submit the ‘Nomination to Convert Entitlement to a Monetary Amount’ form within the designated period. Any forms received outside said period will be declined.</p> | <p>Election to Convert Entitlement to a Monetary Amount</p> <p><a href="#">Back to top</a></p> |

| Question topic                                | Question in full  | Answer   | Relating to   |
|---|---|--|---|
| 15. Election<br>Remuneration                  | <b><i>How does the employee elect to convert Retention Leave to a monetary payment?</i></b> | To make an election to receive a payment instead of taking the Leave, an employee must complete and submit the appropriate form to Shared Services SA by 31 August following the financial year in which the entitlement accrued. The Nomination form is available on the Shared Services website<br><a href="https://www.sharedservices.sa.gov.au/sites/default/files/media/PS-Skills-and-Exp-Retention-form-2019v1.pdf">https://www.sharedservices.sa.gov.au/sites/default/files/media/PS-Skills-and-Exp-Retention-form-2019v1.pdf</a>   | Election to Convert Entitlement to a Monetary Amount<br><a href="#">Back to top</a> |
| 16. Leave<br>Balance<br>Payment<br>Nomination | <b><i>Can an employee elect to convert all their accrued entitlement?</i></b>               | <b>Can I split my portion of the entitlement i.e. bank a day and convert the remainder?</b><br><br>“The election to convert Retention Leave to a monetary payment is limited to the balance of the Retention Leave accrued in the previous financial year.<br><br>An employee with Retention Leave accrued from any earlier financial years is not able to elect to convert that earlier leave to a monetary amount. For example, an employee with a balance of 3 days accrued during 2013–14, and 4 days accrued during 2014-15 may elect during the period 1 July and 31 August 2015 to convert the 4 days Retention Leave accrued during 2014-15 only.<br><br>The election to convert Retention Leave to a monetary payment is limited to the balance of the Retention Leave accrued in the previous financial year.<br><br>The employee cannot elect to convert any portion of the balance.” | Election to Convert Entitlement to a Monetary Amount<br><a href="#">Back to top</a> |

| Question topic                                 | Question in full  | Answer   | Relating to   |
|--|---|--|---|
| <b>16. Leave Balance Payment</b><br>Nomination | <b><i>Can I elect to bank up consecutive financial years and then elect to convert all or part of the entitlement to a monetary amount?</i></b> | <p>The election to convert Retention Leave to a monetary payment is limited to the balance of the Retention Leave accrued in the previous financial year.</p> <p>An employee with Retention Leave accrued from any earlier financial years is not able to elect to convert that earlier leave to a monetary amount. For example, an employee with a balance of 3 days accrued during 2013–14, and 4 days accrued during 2014-15 may elect during the period 1 July and 31 August 2015 to convert the 4 days Retention Leave accrued during 2014-15 only.</p> | Election to Convert Entitlement to a Monetary Amount<br><a href="#">Back to top</a> |
| <b>16. Leave Balance Payment</b><br>Nomination | <b><i>Can I elect to receive a portion of the entitlement?<br/>i.e. bank a day and convert the remainder?</i></b>                               | <p>The election to convert Retention Leave to a monetary payment is limited to the balance of the Retention Leave accrued in the previous financial year.</p> <p>The employee cannot elect to convert any portion of the balance.</p>  | Election to Convert Entitlement to a Monetary Amount<br><a href="#">Back to top</a> |
| <b>16. Leave Balance Payment</b><br>Nomination | <b><i>Does an employee only receive whole days when the Leave is paid out on election?</i></b>  | <p>No. The employee is paid the balance (i.e. hours and minutes).</p>  | Election to Convert Entitlement to a Monetary Amount<br><a href="#">Back to top</a> |

| Question topic                            | Question in full  | Answer   | Relating to  |
|---|---|--|--|
| 17. Tax Treatment<br>PAYG Taxation        | <b><i>What is the tax treatment for hours requested to be paid out (Nomination Form)?</i></b> | <p><b>Script – What is the tax treatment for Retention Leave to a monetary amount?</b></p> <p><i>“The tax applicable for Retention Leave is 38.5%, which is the applicable taxation in line with legislation and ATO ruling.”</i></p> <p><b>Information:</b> In accordance with Australian taxation Office Ruling a <b>flat withholding rate of 38.5%</b> for payments made to an employee nominating to convert the retention entitlement to a monetary amount.</p> | <p>Election to Convert Entitlement to a Monetary Amount</p> <p><a href="#">Back to top</a></p> |
| 18. Payroll Tax on Retention Leave        | <b><i>Is Payroll Tax payable on Retention Leave?</i></b>                                      | <p><b>Script – Does Payroll Tax apply to Retention Leave?</b></p> <p><i>“Retention Leave is part of your normal earnings and payroll tax is applied (where applicable) as per legislation.”</i></p> <p><b>Information:</b> Retention Leave is part of normal gross earnings, so it's included for Payroll Tax (where applicable).</p> <p>Retention Leave will be subject to applicable taxation in line with the relevant legislation.</p>                           | <p>Election to Convert Entitlement to a Monetary Amount</p> <p><a href="#">Back to top</a></p> |
| 19. Super on Conversion<br>Superannuation | <b><i>Is Superannuation payable on the Monetary Payment (Lump Sum)?</i></b>                   | <p>The payment <b>will attract</b> a Superannuation Benefit for Triple S Scheme members but <b>not</b> for the Pension and State Lump Sum Schemes.</p>   | <p>Election to Convert Leave to Monetary Payment</p> <p><a href="#">Back to top</a></p>        |
| 20. Payments<br>Nomination                | <b><i>When will I receive my payment?<br/>(Nomination to Convert)</i></b>                     | <p><b>Script – When will I get my payment for Retention Leave?</b></p> <p><i>“These will be processed by a Centralised team by the last pay in September, opposed to being processed as they are received.”</i></p> <p><b>Information:</b> Shared Services will endeavour to process all requests to convert entitlement to a monetary amount in September of each year.</p>   | <p>Election to Convert Leave to Monetary Payment</p> <p><a href="#">Back to top</a></p>        |

| Question topic  | Question in full  | Answer  | Relating to   |
|---|---|---|---|
| <b>21. Salary Sacrifice on Retention Leave</b>  | <b><i>Is Salary Sacrifice payable on the Retention Leave?</i></b> | Yes, as per a normal leave taken transaction.   | Salary Sacrifice<br><a href="#">Back to top</a>                                 |
| <b>22. Super on Retention Leave</b><br>Employee & Employer Superannuation Contributions | <b><i>Is Superannuation payable on Retention Leave?</i></b>       | The payment <b><i>will attract</i></b> a Superannuation Benefit for Triple S Scheme members and will have <b><i>no impact</i></b> on the Superannuation for State Pension Scheme and State Lump Sum Scheme members. | Employee & Employer Superannuation Contributions<br><a href="#">Back to top</a> |
| <b>23. Employee Payslips</b>  | <b><i>Will my payslips reflect my Retention Leave?</i></b>        | CHRIS 21 HRMS, SAPOL & VALEO – How will I see my balance of my pay?<br><br>CHRIS 21 HRMS, SAPOL and VALEO will have Retention Leave shown on your payslip.  | Reporting <a href="#">Back to top</a>   |