



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

1. TITLE: Recognition of Previous Service and

Employment

2. PURPOSE: To prescribe the entitlements for recognition of previous service and

previous employment.

3. LEGISLATIVE

PROVISION: Section 34(2) of the *Public Service Act 1996*.

4. APPLICATION: This directive applies to -

public service officers; and

• temporary employees engaged under section 113(2)(a) of the *Public*

Service Act 1996; and

• general employees engaged under section 112(2)(a) of the *Public*

Service Act 1996 and

• employees of the Department of Health in District Health Services; and

for determining long service leave for employees engaged on a casual

basis.

5. STANDARD: The conditions prescribed in the Schedule apply.

6. EFFECTIVE

DATE: This directive is to operate from 1 July 1999.

7. VARIATION: The provisions in the Schedule may be varied in accordance with certified

agreements made under Chapter 6, Part 1 of the Industrial Relations Act 1999

or decisions of an industrial tribunal of competent jurisdiction.

8. INCONSISTENCY:

Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or

industrial instrument.

9. SUPERSEDES: Section 22 of the Public Service Management and Employment Regulation 1988

Determination No. 4

Directive 3/98 "Recognition of Previous Employment (Interim)"

10. PREVIOUS

REFERENCES: Circular 1/91, 5/91

Administrative Instruction No. 1 I 60

SCHEDULE

RECOGNITION OF PREVIOUS SERVICE AND EMPLOYMENT

GENERAL CONDITIONS

Entitlement on re-admission to public service

A person's previous service as an officer in the public service, other than where the employment was terminated by way of disciplinary action, and who re-commenced duty as an officer within 12 months from the termination shall be counted for the purpose of calculating any -

- (a) sick leave accumulation; and
- (b) long service leave entitlement; and
- (c) salary payable.

However, prior service as a casual employee shall only be recognised for the purpose of determining service for long service leave purposes.

Entitlement on appointment – leave

To the extent provided in this schedule, the previous employment of a person to whom this directive applies, (other than a person re-admitted to the public service referred to above) and appointed as an officer, a general employee or an employee of the Department of Health in the District Health Services shall be counted for the purposes of calculating -

- (a) sick leave accumulation; and
- (b) long service leave entitlement.

However, the application of this provision to employees engaged on a casual basis or to the recognition of prior casual employment shall be limited to determining service for long service leave purposes.

Entitlement on appointment – salary payable

Subject to the provisions of any relevant industrial instrument, the chief executive may count the previous relevant employment of a person appointed as an officer for the purpose of calculating salary payable.

Waiving of further qualifying period

An employee given recognition of previous employment and who has been paid a cash equivalent of long service leave by the former employer would not be required to complete any further qualifying period in order to be granted long service leave.

Long service leave and sick leave

Recognition of an employee's previous employment for long service leave and sick leave purposes shall be based on the following information obtained from that employee's former employer -

- (a) details of service;
- (b) details of any deductions made from the employee's long service leave because of disciplinary reasons;
- (c) details of sick leave granted;
- (d) details of any special leave without salary granted together with the reasons for such leave;
- (e) details of any cash equivalent of recreation leave paid at the date of termination:
- (f) details of any long service leave granted and cash equivalent thereof paid at the date of termination; and
- (g) details of any undertakings given in relation to the non acceptance of a cash equivalent of long service.

Entitlements shall be calculated by the following formula:

$(\mathbf{S} \times \mathbf{A} \mathbf{R}) - \mathbf{L} \mathbf{T} = \mathbf{E}$

Where -

 \mathbf{E} = entitlement

S =service

AR= accrual rate applicable to appointed position

LT= leave taken

Definitions

"employee" means a public service officer or temporary employee under section 113(2)(a) of the *Public Service Act* 1996, a general employee under section 112 of the *Public Service Act* 1996 and an employee of the Department of Health in District Health Services who is subject to this directive.

"officer" means a public service officer or temporary employee under section 113 of the *Public Service Act 1996*.

Note: In this schedule, reference to general employees under the *Public Service Act 1996* or employees of the Department of Health in District Health Services excludes casual employees except when determining service to be recognised for long service leave purposes.

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PART 1A

OFFICERS APPOINTED TO THE PUBLIC SERVICE ON OR AFTER 1 DECEMBER 1989

TERMS OF RECOGNITION **CATEGORY OF PREVIOUS** LONG SERVICE LEAVE SICK LEAVE **EMPLOYMENT** 1. Service with a "government entity" Any period provided there is no break in Any period provided there is no break in service in excess of 12 months. service in excess of 12 months. as defined in section 21 of the Public Service Act 1996 and including Where the employee has an entitlement service to long service leave as at the date of ceasing duty with the former as a trainee or apprentice organisation and wants to forego employed in a department under payment of a cash equivalent in favour an approved training or apprenticeship scheme made of recognition of such service, the pursuant to section 68 of the granting of credit for service is contingent upon -Vocational Education Training and Employment Act 1991; non payment of any cash equivalent as an electorate secretary to a Oueensland Member of of long service leave accrued to the date of resignation with the previous Parliament: employer; with Mater Misericordiae Public and Hospitals. the furnishing of advice to the previous employer indicating-(a) the officer's wish to forego payment of a cash equivalent; and (b) the new employer with whom recognition is being sought. 2. Service with any of the following Any period provided there is no break in Any period provided there is no break in service in excess of 12 months. Queensland organisationsservice in excess of 12 months. Where the employee has an entitlement Where the employee has been paid a • the Parliamentary Service; to long service leave as at the date of cash equivalent of any portion of the unit maintaining the ceasing duty with the former accrued sick leave as at the date of Governor's official residence; organisation and wants to forego ceasing duty with the former the Courts of the State of whatever jurisdiction; payment of a cash equivalent in favour organisation, this must be taken into • the Police Service; of recognition of such service, the consideration in determining any granting of credit for service is entitlement to be transferred to the new tertiary educational institutions contingent upon employer. including universities, university colleges and colleges of advanced Non-payment of any cash equivalent education but excluding private of long service leave accrued to the universities and colleges; date of resignation with the previous primary producer co-operative employer; associations or commodity boards that are not in receipt of moneys and of, or financial assistance from, the State; local authorities.

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	TERMS OF RECOGNITION	
CATEGORY OF PREVIOUS EMPLOYMENT	LONG SERVICE LEAVE	SICK LEAVE
	 the furnishing of advice to the previous employer indicating - 	
	 (a) the employee's wish to forego payment of a cash equivalent; and (b) the new employer with whom recognition is being sought. 	
3. Service with -	Any period provided that service is	Any period provided that service is
• commonwealth/other state public services;	continuous or where there is a break in service, the break is not in excess of 12 months and the person has not been employed or has not carried on a	continuous or where there is a break in service, the break is not in excess of 12 months and the person has not been employed or has not carried on a
 commonwealth/other state government departments; 	business during the break.	business during the break.
• commonwealth/other state statutory authorities;	Where the person is not employed by the commonwealth or other state organisation at the time of appointment to the public service and has been	Where the person is not employed by the commonwealth or other state organisation at the time of appointment to the public service and has been
 commonwealth/other state educational institutions, including universities, university colleges and colleges of advanced education but excluding private universities and colleges; 	employed or has carried on a business since ceasing duty with the commonwealth or other state organisation, at the discretion of the chief executive credit may be given for such service provided that the break in service is not in excess of 12 months.	employed or has carried on a business since ceasing duty with the commonwealth or other state organisation, at the discretion of the chief executive credit may be given for such service provided that the break in service is not in excess of 12 months.
 commonwealth/other state public hospitals; 	Liability will not be accepted for	Where an employee has been paid a
commonwealth/other state local authorities.	payment of long service leave accruals where the person has an entitlement to a cash equivalent of long service leave as at the date of ceasing duty with the commonwealth or other state organisation.	cash equivalent of any portion of accrued sick leave as at the date of ceasing duty with the former organisation, this must be taken into consideration in determining any entitlement to be transferred to the new employer.
4. Officer granted a scholarship* before commencing duty in the	Scholarship period recognised upon -	N/A
Public Service. (*excluding Teacher Scholarships)	 completion of 10 years continuous service following appointment; and successful completion of the course of study in the time specified in the contract. 	
	Any period of contract suspension is not recognised unless the officer was in the employment of the State during such period.	

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CATEGORY OF PREVIOUS EMPLOYMENT	TERMS OF RECOGNITION	
	LONG SERVICE LEAVE	SICK LEAVE
5. Scholarship-holders in surveying	Upon completion of 10 years actual service, the scholarship period is recognised for the purpose of granting long service leave or the payment of a cash equivalent in lieu thereof on retirement pursuant to sections 85 and 86 of the <i>Public Service Act 1996</i> , retrenchment pursuant to section 81 of the <i>Public Service Act 1996</i> or in the case of death. A scholarship period is not to be included when calculating an entitlement to long service leave on resignation. The scholarship period commences at the beginning of the academic year of the first year of the scholarship and continues until the day before commencement of duty. If a cash equivalent of long service leave is to be calculated in terms of the <i>Industrial Relations Act 1999</i> any periods of vacation employment during a scholarship should be counted as service. As per 4 of this schedule including - Any period spent undertaking field work to qualify for registration as a surveyor with the Surveyor's Board. Such period shall be regarded as actual service for long service leave purposes and for the recognition of the scholarship period, provided that - • such field work is undertaken with a government department; and • there is no break in service exceeding 3 months between the field work and appointment to the public service.	Any period spend undertaking field work to qualify for registration as a surveyor with the Surveyor's Board shall be regarded as actual service for sick leave purposes, provided that - • such field work is undertaken with a government department; and • there is no break in service exceeding 3 months between the field work and appointment to the public service.

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CATEGORY OF PREVIOUS EMPLOYMENT	TERMS OF RECOGNITION	
	LONG SERVICE LEAVE	SICK LEAVE
6. Teaching scholarships		
(a) teachers who have completed their teaching studies and were appointed to the teaching service/public service before 7 June 1977.	Period of teaching scholarship counted towards the 10 year qualifying period for both granting and cash equivalent of long service leave.	N/A
(b) teachers who commenced their scholarships before 7 June 1977 and had not finished their studies and were not appointed until after 7 June 1977.	Teaching scholarship period recognised subject to - • the completion of 10 years continuous service following appointment; and • appointment to the public service or teaching service being within 3 months of the date of expiration of the scholarship.	N/A
7. School dental therapists employed by the Department of Health who undertake a 2-year training period at the School Dental Therapist Training	Scholarship period not recognised for payment of a cash equivalent under any circumstances. Training period recognised upon officer completing 10 years continuous service following appointment.	N/A
Centre.	Training period is taken into account for the purpose of granting long service leave or the payment of a cash equivalent in lieu thereof upon retirement pursuant to sections 85 and 86 of the <i>Public Service Act 1996</i> or in the case of death. A training period is not to be included when calculating an entitlement to long service leave on resignation.	

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PART 1B

EMPLOYEES (NON-PUBLIC SERVANTS OF GOVERNMENT DEPARTMENTS AND EMPLOYEES OF THE DEPARTMENT OF HEALTH IN DISTRICT HEALTH SERVICES) APPOINTED ON OR AFTER 1/12/89

	TERMS OF RECOGNITION	
CATEGORY OF PREVIOUS EMPLOYMENT	LONG SERVICE LEAVE	SICK LEAVE
 Service with a "government entity" as defined in section 21 of the <i>Public Service Act 1996</i> and including service - as an apprentice or trainee employed in a department under an approved training or apprenticeship scheme made under section 68 of the <i>Vocational Education, Training and Employment Act 1991</i>; as an Electorate Secretary to a Queensland Member of Parliament; with Mater Misericordiae Public Hospitals. 	Any period provided there is no break in service in excess of 12 months. Where the employee has an entitlement to long service leave as at the date of ceasing duty with the former organisation and wants to forego payment of a cash equivalent in favour of recognition of such service, the granting of credit for service is contingent upon - • nonpayment of any cash equivalent of long service leave accrued to the date of resignation with the previous employer; and • the furnishing of advice to the previous employer indicating - (a) the employee's wish to forego payment of a cash equivalent; and (b) the new employer with whom recognition is being sought.	Any period provided there is no break in service in excess of 12 months.
Service with any of the following Queensland organisations -	Any period provided there is no break in service in excess of 12 months.	Any period provided there is no break in service in excess of 12 months.
 the Parliamentary Service; the unit maintaining the Governor's official residence; the Courts of the State of whatever jurisdiction; the Police Service; tertiary educational institutions including universities, university colleges and colleges of advanced education but excluding private universities and colleges; 	Where the employee has an entitlement to long service leave as at the date of ceasing duty with the former organisation and wants to forego payment of a cash equivalent in favour of recognition of such service, the granting of credit for service is contingent upon - • nonpayment of any cash equivalent of long service leave accrued to the date of resignation with the previous employer; and • the furnishing of advice to the previous employer indicating -	Where the employee has been paid a cash equivalent of any portion of accrued sick leave as at the date of ceasing duty with the former organisation, this must be taken into consideration in determining any entitlement to be transferred to the new employer.

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CATEGORY OF PREVIOUS
EMPLOYMENT

LONG SERVICE LEAVE

TERMS OF RECOGNITION

SICK LEAVE

- Primary producer co-operative associations or commodity boards that are not in receipt of moneys of, or financial assistance from, the State
- (a) the employee's wants to forego payment of a cash equivalent; and
- (b) the new employer with whom recognition is being sought.

- local authorities.
- 3. Service with-
 - commonwealth/other state public services;
 - commonwealth/other state government departments;
 - commonwealth/other state statutory authorities;
 - commonwealth/other state educational institutions, including universities, university colleges and colleges of advanced education but excluding private universities and colleges;
 - commonwealth/other state public hospitals;
 - commonwealth/other state local authorities.

Any period provided that service is continuous or where there is a break in service, the break is not in excess of 12 months and the person has not been employed or has not carried on a business during the break.

Where the person is not employed by the commonwealth or other state organisation at the time of appointment to the public service and has been employed or has carried on a business since ceasing duty with the commonwealth or other state organisation, at the discretion of the chief executive credit may be given for such service provided that the break in service is not in excess of 12 months.

Liability will not be accepted for payment of long service leave accruals where the person has an entitlement to a cash equivalent of long service leave as at the date of ceasing duty with the commonwealth or other state organisation.

Any period provided that service is continuous or where there is a break in service, the break is not in excess of 12 months and the person has not been employed or has not carried on a business during the break.

Where the person is not employed by the commonwealth or other state organisation at the time of appointment to the public service and has been employed or has carried on a business since ceasing duty with the commonwealth or other state organisation, at the discretion of the chief executive credit may be given for such service provided that the break in service is not in excess of 12 months.

Where an employee has been paid a cash equivalent of any portion of accrued sick leave as at the date of ceasing duty with the former organisation, this must be taken into consideration in determining any entitlement to be transferred to the new employer.

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PART 2A

OFFICERS APPOINTED TO THE PUBLIC SERVICE PRIOR TO 1 DECEMBER 1989

a	TERMS OF RI	TERMS OF RECOGNITION	
CATEGORY OF PREVIOUS EMPLOYMENT	LONG SERVICE LEAVE	SICK LEAVE	
1. Temporary service in accordance with section 18(3)(v) of the <i>Public Service Act 1922</i> or section 34 of the <i>Public Service Management and Employment Act 1988</i> . This includes trainees employed in a government department under the Australian Traineeship Scheme.	Any period provided there is no break in service in excess of 12 months.	Any period provided there is no break in service in excess of 3 months. Where the break in service exceeds 3 months, the excess period must be covered by an entitlement to paid leave.	
2. Temporary service other than in terms of the above and service with the State, Department of Health in District Health Services, Mater Misericordiae Public Hospitals.	Any period provided there is no break in service in excess of 3 months. Where the break in service exceeds 3 months, the excess period must be covered by an entitlement to paid leave.	Any period provided that service is continuous or any break in service is covered by an entitlement to paid leave.	
Notes: (1.) Recognition for Mater Misericordiae Public Hospitals only to be given to officers employed in the public service on or after 21 February 1987. (2.) Previous employment with the Commonwealth Public Service, other state public services and statutory authorities is not recognised.	Where the employee has an entitlement to long service leave as at the date of ceasing duty with the former organisation and wants to forego payment of a cash equivalent in favour of recognition of such service, the granting of credit for service is contingent upon – • nonpayment of any cash equivalent of long service leave accrued to the date of resignation with the previous employer; and • the furnishing of advice to the previous employer indicating – (a) the employee's wish to forego payment of a cash equivalent; and (b) the new employer with whom recognition is being sought.		
3. Service with a non-public service organisation whose functions have been acquired by a department.	Any period	Any period	

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CATEGORY OF PREVIOUS EMPLOYMENT	TERMS OF R	TERMS OF RECOGNITION	
	LONG SERVICE LEAVE	SICK LEAVE	
	Upon completion of 10 years actual service, the scholarship period is recognised for the purpose of granting long service leave or the payment of a cash equivalent in lieu thereof on retirement pursuant to sections 85 and 86 of the <i>Public Service Act 1996</i> or in the case of death.		
	A scholarship period is not to be included when calculating an entitlement to long service leave on resignation. The scholarship period commences at the beginning of the academic year of the first year of the scholarship and continues until the day before commencement of duty. If a cash equivalent of long service leave is to be calculated in terms of the		
	Industrial Relations Act 1999, any periods of vacation employment during a scholarship should be counted as service.		
7. Scholarship-holders in surveying	As per 6 of this schedule including - Any period spend undertaking field work to qualify for registration as a surveyor with the Surveyor's Board. Such period shall be regarded as actual service for long service leave purposes and for the recognition of the scholarship period, provided that - • such field work is undertaken with a government department:	Any period spend undertaking field work to qualify for registration as a surveyor with the Surveyor's Board shall be regarded as actual service for sick leave purposes, provided that - • such field work is undertaken with a government department; and • there is no break in service exceeding 3 months between the field work and appointment to the	
5	 government department; and there is no break in service exceeding 3 months between the field work and appointment to the public service. 	field work and appointment to the public service.	
8. Teaching scholarships			
(a) Teachers who have completed their teaching studies and were appointed to the teaching service/public service before 7 June 1977.	Period of teaching scholarship counted towards the 10 year qualifying period for both granting and cash equivalent of long service leave.	N/A	

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CATEGORY OF PREVIOUS EMPLOYMENT	TERMS OF RECOGNITION	
	LONG SERVICE LEAVE	SICK LEAVE
(b) Teachers who commenced their scholarships before 7 June 1977 and had not finished their studies and were not appointed until after 7 June 1977.	Teaching scholarship period recognised subject to - • the completion of 10 years continuous service following appointment; and • appointment to the public service or teaching service being within 3 months of the date of expiration of the scholarship.	N/A
9. School dental therapists employed by the Department of Health who undertake a 2-year training period at the School Dental Therapist Training Centre.	Scholarship period not recognised for payment of a cash equivalent under any circumstances. Training period recognised upon officer completing 10 years continuous service following appointment. Training period is taken into account for the purpose of granting long service leave or the payment of a cash equivalent in lieu thereof upon retirement pursuant to sections 85 and 86 of the <i>Public Service Act 1996</i> or in the case of death. A training period is not to be included when calculating an entitlement to long service leave on resignation.	N/A

PART 2B

EMPLOYEES (NON-PUBLIC SERVANTS OF GOVERNMENT DEPARTMENTS AND THE DEPARTMENT OF HEALTH IN DISTRICT HEALTH SERVICES) APPOINTED PRIOR TO 1 DECEMBER 1989

	TERMS OF RECOGNITION	
CATEGORY OF PREVIOUS EMPLOYMENT	LONG SERVICE LEAVE	SICK LEAVE
 Service - as an officer of the public service; as a trainee employed in a department made under the Australian Traineeship Scheme; as a Crown employee; as an electorate secretary to a Queensland Member of Parliament; 	Any period provided there is no break in service in excess of 3 months. Where the break in service exceeds 3 months, the excess period must be covered by an entitlement to paid leave. Where the employee has an entitlement to long service leave as at the date of ceasing duty with the former organisation and wants to forego payment of a cash equivalent in favour	Any period provided that service is continuous or any break in service is covered by an entitlement to paid leave.
 with the Department of Health in District Health Services; with Mater Misericordiae Public 	of recognition of such service, the granting of credit for service is	
Hospitals;with the Queensland Railways.	contingent upon –	

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CATEGORY OF PREVIOUS EMPLOYMENT	TERMS OF RECOGNITION	
	LONG SERVICE LEAVE	SICK LEAVE
Notes: (i) Recognition for Mater Misericordiae Public Hospitals only to be given to employees engaged on or after 21 February 1987. (ii) Previous employment with the Commonwealth Public Service, other State Public Services and statutory authorities is not recognised.	 nonpayment of any cash equivalent of long service leave accrued to the date of resignation with the previous employer; and the furnishing of advice to the previous employer indicating - (a) the employee's wish to forego payment of a cash equivalent; and (b) the new employer with whom 	
	recognition is being sought.	
2. Service with a non-public service organisation whose functions have been acquired by a department.	Any period	Any period
Main Roads employees engaged on local authority projects.	 service with the local authority is after the date of the employee's initial appointment with the Department of Main Roads; and the employee of the Department of Main Roads became an employee of the local authority under arrangements made by that department whereby the local authority became the constructing authority for that department and was reimbursed for that construction work by that department; and where service is continuous or, if not continuous, is of such a nature as would permit its being recognised upon the same conditions as those applicable to Crown employees as in 1 above. 	N/A

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