

Payment of long service leave

How much an employee is paid for long service leave depends on where they get their entitlement.

In most cases, long service leave is paid at the employee's ordinary pay rate (www.fairwork.gov.au/Dictionary.aspx?TermID=2040) . The ordinary pay rate is the employee's base pay rate for their usual hours of work and doesn't include:

- allowances
- shift loadings
- penalties
- overtime.

To find out how long service leave is paid in your state or territory, visit our Long service leave page (www.fairwork.gov.au/leave/long-service-leave/default) for a list of relevant departments.

Payment of long service leave at the end of employment

Any unused long service leave has to be paid out at the end of employment.

Long service leave usually can't be cashed out while the employee is still working for the business.

Payment of pro-rata long service leave

When employment ends before an employee has worked the total number of years needed to get the full long service leave entitlement, they can sometimes get paid out part of their long service leave. This is known as pro-rata long service leave.

Whether an employee gets paid out pro-rata long service leave when their employment ends depends on the long service laws in the state or territory they work in.

Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our Help resolving workplace issues (www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Visit our Long service leave (www.fairwork.gov.au/Leave/Long-service-leave/default) page for a list of the state and territory departments that help with long service leave entitlements
- Check Record-keeping (www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/record-keeping) requirements for long service leave records

Help for small business

- Find tools, resources and information you might need on our Small business page (www.fairwork.gov.au/Find-help-for/Small-business/default) .

You might also be interested in

- Minimum wages (www.fairwork.gov.au/pay/minimum-wages/default)
- Long service leave in Final pay (www.fairwork.gov.au/Ending-employment/notice-and-final-pay/final-pay)

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.