



12 September 2013

Mr. Greg Mullins AFSM  
Commissioner  
Fire and Rescue NSW  
PO Box A249  
SYDNEY SOUTH NSW 1232

*Attn: Mr Mark Dolahenty*

Dear Mr Mullins,

**Re: Long Service Leave management**

I refer to the Department's policy and procedures for the management of long service leave applications by permanent firefighters, Station Officers and Inspectors, and the meeting today between the Department and the Union.

You will recall that the Union's in-principle agreement with the devolution of long service leave management to the Areas was subject to its "real world" operation and impact upon our members. There has been some significant impact on them.

As a result, I confirm that the Union proposes the following –

1. All applications for long service leave will be managed by the Department's Assistant Director, Recruitment and Staffing.
2. Each Area/Directorate will have a quota for the number of staff able to access long service leave at any one time. All quotas will be reviewed annually, before applications for long service leave during peak periods are called for, and will be based on the number of permanent firefighters with seven or more years of service in each Area.

**Peak periods**

3. Applications for long service leave during 'peak periods', ie. all NSW school holidays, Easter and Christmas, and other special events, will be dealt with by ballot, as follows:
  - a). Applications will be called for annually for peak periods in the following year, from the end of School Term 1 or Easter (whichever is the sooner) to the commencement of School Term 1 in the next year.
  - b). This call for applications will remain open for six weeks.
  - c). Where the number of applications in any Area/Directorate for any peak period exceeds the designated quota, a ballot will be conducted to determine the successful applicants.

**Fire Brigade Employees' Union (FBEU)**

1-7 Belmore Street Surry Hills NSW 2010

Telephone 02 9218 3444 Facsimile 02 9218 3488 E-mail office@fbeu.net Website www.fbeu.net

- d). All ballots will be conducted by the Department's Assistant Director, Recruitment and Staffing.
  - e). The Union will be invited to nominate representatives to observe all ballots.
  - f). Where a ballot is necessary, it will extend to applicants up to the level of the quota.
  - g). After all ballots, where necessary, have been conducted in this way, a subsequent ballot of all unsuccessful applications in every Area/Directorate will be conducted from which one reserve list of applicants will be made, until all applications have been dealt with.
  - h). Applications will then be approved in order from this list to the extent that the quota totals in all Areas/Directorates have not been met.
  - i). If a successful applicant subsequently withdraws their application, the next applicant from the reserve list for the same period of leave will be offered it.
4. The ballot system and the related six week application period for peak periods does not apply to firefighters who are seeking extended periods of long service leave. For the purposes of this procedure 'extended' means any period in excess of two consecutive months on full pay or four consecutive months on half pay.

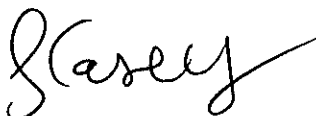
#### **Non-Peak Periods**

- 5. Applications for long service leave outside peak periods will be processed on a first in first approved basis, subject to the quota of the Area/Directorate in which the applicant works. In the event that quota has been reached, the application will be approved if a quota of another Area/Directorate has not been reached.
- 6. The current practice of approving emergency long service leave applications when all quotas are full will be maintained, and Area Commanders have the discretion to approve further applications for long service leave in any case.
- 7. This policy and procedure does not apply to permanent firefighters or officers who occupy Operational Support positions which are not replaceable while on leave. Such employees may take long service leave, subject to approval, at any time.

Please do not hesitate to contact Stephen Spencer, Industrial Officer, to discuss this matter further.

I look forward to your response.

Yours sincerely,



Jim Casey  
State Secretary