

Guidelines for Recognition of Previous Service

Provisions for the recognition of previous service are contained in some but not all University employment agreements. If not contained in an employment agreement, or otherwise covered by an approved policy, there is no provision to recognise.

Recognition of previous service may result in a new sick leave or long service leave balance and a new leave entitlements service date.

Recognising previous service may have immediate financial implications for a department and/or school. For example an increase in a sick leave balance or immediate eligibility for long service leave. On that basis it is important all applications are acknowledged by the staff member's current department and/or school.

1. University of Otago and Dunedin College of Education

Service will be recognised regardless of any break, and must have been as an employee of the relevant organisation. This includes permanent and fixed-term service. The production of a certificate of service or other evidence is required.

Broken service, in order to undertake study towards the Master of Library and Information Studies shall be credited provided that employment is taken up in the University immediately following completion of the course.

7.5 hours service = 1 day, or in cases where the normal daily hours for a role are 8.0, that will count as 1 day.

Where long service leave has already been taken during a previous period of employment, no further leave will granted for that same period.

Where retirement or redundancy compensation has been taken or paid that period will not count.

Engagement in an Honorary, Adjunct, Temporary, Visiting or Casual capacity does not count as qualifying service.

2. Another New Zealand University

Service may be recognised regardless of any break, and must have been as an employee of the relevant University. This includes permanent and fixed-term service. The production of a certificate of service or other evidence is required. The certificate of service must clearly state the following:

- The start and end dates of your employment.

- The status of your employment (was it permanent, fixed term or casual?).
- The reason for your employment ending (for example, did you resign or did you receive a redundancy payment?).
- The number of sick days you took during your employment.
- If you took long service leave during the period of your employment (general staff only).
- If you took any periods of LWOP longer than 30 days during the period of your employment.

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3. Leave Entitlements

Leave entitlements (“leave entitlements”) are defined as being:

- Sick Leave
- Long Service Leave (General staff only)

Recognition of previous service for the purposes of Academic Research and Study Leave (RSL) is covered by clause 5.3.1 of the RSL Policy. Staffing Advisory Committee consider the requests. Refer to the RSL policy at:

<http://www.otago.ac.nz/humanresources/policies/ResearchStudyLeave/index.html>

4. Application for Recognition

To request recognition of previous service with the University of Otago or the Dunedin College of Education please complete the [Recognition of Previous Service Application](#) form and, once completed, send to hrservices@otago.ac.nz.

Requests to recognise previous service with another New Zealand University are considered on a case by case basis. You should discuss with your manager in the first instance. Advice is available from your Divisional HR Manager or HR Adviser.

Formal approval and advice of the outcome of the application can only be made by the Human Resources Division.