



Melbourne College of Divinity

Policy on Recognition of Service with Other Tertiary Institutions

A full time or part time staff member must make an application for recognition of prior service undertaken at another tertiary institution within 12 months of commencement of employment with the Melbourne College of Divinity. The College will recognise service from the most recent employer only. Any prior service which was previously recognised by that employer will be excluded.

Staff members whose service with another tertiary institution is recognised by the College will have their long service leave entitlements determined solely by MCD policies, even if these differ from those of the other institution.

The Melbourne College of Divinity will recognise service with another tertiary institution, subject to the following provisions:

1. Service between the other tertiary institution and the College is unbroken. Service is considered unbroken where there is a break in employment between another tertiary institution and the College of no more than:

- 4 weeks for professional staff
- 2 months for academic staff

2. Service which has been paid out by another tertiary institution will be recognised but accrued entitlements from this service will not be credited towards the staff member's leave balance. Only accrued entitlements from this service that have not been paid out will be credited towards the staff member's leave balance.

3. Full particulars of all service and any long service leave or pay in lieu taken or received shall be disclosed before appointment to the College, and particulars will be subject to verification by the other institution.

4. Staff members with recognised service for long service leave purposes from another institution cannot take their accrued long service leave until they have completed 3 years of service with the Melbourne College of Divinity and a total of 10 years of continuous service. This does not affect the staff member's right to payment in lieu of long service leave on termination.

This policy is based upon the relevant policy constructed by the Department of Human Resources at the University of Melbourne.