

Recognition of Prior Service Procedure

1 Related Policy

[VPS Long Service Leave Policy](#)

2 Purpose

This procedure details VAGO's approach to recognising prior service from both VPS and non-VPS entities in line with the [Victorian Public Service Enterprise Agreement 2016](#) (the VPS Agreement) and clause 9 of the [VPS Long Service Leave Policy](#). This procedure applies to prior VPS service for Executive Officers.

3 Requirements

Recognising VPS previous service

Employees moving to VAGO directly from another VPS entity, with no break in service, will have prior accrued long service, annual and personal/carers leave balances transferred automatically through the Transfer of Personnel process.

A break in service happens when the employee stops working (excluding approved leave) for one day or more before starting work with VAGO. In this instance, the previous VPS employer will pay out any entitlements.

Recognising VPS previous service following a break in service under 12 months

In line with clause 54.9 (c) (i) of the [VPS Agreement](#), previous VPS service which concluded less than 12 months prior to an employee commencing with VAGO can be recognised for long service leave purposes only.

Applications must be made within the first six months of starting work at VAGO¹. To facilitate this, you will be requested to provide detail in the New Employee On-Boarding Form.

In this instance, any entitlements would have been paid out by the previous VPS employer.

Recognising other non-VPS previous service

VAGO may recognise prior service from non-VPS entities if their previous employer is one of the organisations listed in clause 54.9 (b) of the [VPS Agreement](#), and the period of employment was concluded less than 12 months prior to the employee commencing with VAGO. Prior service will be recognised for long service leave purposes only.

Applications must be made within the first six months of starting work at VAGO². To facilitate this, you will be requested to provide detail in the New Employee On-Boarding Form.

Human Resources will investigate applications with the final decision being made by the Human Resources Director. The details of any recognised service will be confirmed in writing.

¹. Clause 54.9 (f) of the VPS Agreement

². Clause 54.9 (f) of the VPS Agreement

VAGO does not accept the transfer of annual leave, long service leave or personal/carers leave balances from organisations outside the VPS.

4 Responsibilities

Auditor-General / Deputy Auditor-General	Ensure there is procedures in place for new and existing employees to have prior service recognised, in line with the VPS Agreement.
Human Resources	Provide advice and guidance on recognition of prior service.
Our people	Submit any application for recognition of prior service in line with this procedure.

5 References / related documents

VPS Enterprise Agreement 2016

Victorian Public Service Executive Employee Handbook

Executive Contract of Employment

6 Procedure review statement

This policy will be reviewed every two years from the last approval date, or when there is a significant change in the intent of the policy or procedure.

Version history

Release notice			
Version	Date of effect	Amendment details	Amended by
1.0	November 2017	Initial release	Human Resources
1.1	May 2018	Review	Human Resources
1.2	October 2019	Review	Human Resources
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Policy owner:	Human Resources		
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