

# Accounting for Long Service Leave and Annual Leave

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TPG24-23

27 June 2024

## Acknowledgement of Country

We acknowledge that Aboriginal and Torres Strait Islander peoples are the First Peoples and Traditional Custodians of Australia, and the oldest continuing culture in human history.

We pay respect to Elders past and present and commit to respecting the lands we walk on, and the communities we walk with.

We celebrate the deep and enduring connection of Aboriginal and Torres Strait Islander peoples to Country and acknowledge their continuing custodianship of the land, seas and sky.

We acknowledge the ongoing stewardship of Aboriginal and Torres Strait Islander peoples, and the important contribution they make to our communities and economies.

We reflect on the continuing impact of government policies and practices, and recognise our responsibility to work together with and for Aboriginal and Torres Strait Islander peoples, families and communities, towards improved economic, social and cultural outcomes.

Artwork:

*Regeneration* by Josie Rose



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# Accounting for Long Service Leave and Annual Leave

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## Purpose

This Treasury Policy and Guidelines (“TPG”) outlines the accounting treatment for long service leave, annual leave and related on-costs for financial years ending on or after 30 June 2024. This TPG applies to GSF agencies and does not apply to universities and their controlled entities. It withdraws and supersedes the Treasury Circular TC21-03 with the same title.

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## Overview

Accounting for employee benefits i.e. long service leave and annual leave is outlined in AASB 119 *Employee Benefits* (AASB 119). This TPG incorporates the assumptions for the measurement and presentation of employee benefit liabilities for long service leave and annual leave that should be used by agencies.

This TPG is updated following the recent actuarial valuation of long service leave liabilities. Key changes arising from the actuarial valuation are as follows:

- long service leave on-cost factors applicable to Crown-Funded LSL agencies and Agency-Funded Crown LSL Pool agencies (refer to Section 1.2, Table 1)
  - annual leave on-cost factors applicable to General Government Sector agencies (refer to Section 2.3, Table 2)
  - current and non-current allocation of long service leave and related on-cost liabilities (refer to Section 3.1)
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## Related legal obligations

### **The Government Sector Finance Act 2018**

The Government Sector Finance Act 2018 (GSF Act) was enacted in November 2018, and Parts of the GSF Act commenced on 1 December 2018. Financial Reporting provisions commenced on 1 July 2021. Financial reports are required to comply with Part 7 of the GSF Act. For more information, please refer to NSW Treasury’s GSF Act website.

# 1 Long Service Leave and related on-costs

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## 1.1 Recognition and measurement of long service leave

Employees reach an unconditional legal entitlement to LSL after a qualifying period of service (e.g. seven or ten years). For shorter service periods, LSL may be payable on exit in some (but not all) circumstances.

Long service leave is classified as other long-term employee benefits under AASB 119. According to AASB 119 para 72, employee service gives rise to an obligation even if the benefits are conditional on future employment (in other words they are not vested). Employee service before the vesting date gives rise to a constructive obligation because, at the end of each successive reporting period, the amount of future service that an employee will have to render before becoming entitled to the benefit is reduced. In measuring its employee benefit obligation, an entity considers the probability that some employees may not satisfy any vesting requirements.

The liability for long service leave is to be measured according to most of the requirements for defined benefit plans under AASB 119 *except* for the requirement to recognise re-measurements of the net defined benefit liability (asset) in other comprehensive income (AASB 119 para 120(c)).

The liability for long service leave is measured as the present value of the estimated future cash outflows to be made by the employer for services provided by employees up to the reporting date. AASB 119 requires that for not-for-profit public sector entities, other long-term employee benefits i.e. long service leave, is discounted based on the market yields on government bonds rate as at the reporting date (AASB 119 para Aus83.1).

In the case of for-profit entities, the Standard requires that the other long-term employee benefits are discounted using high quality corporate bond rates, or the government bond rate in the absence of a deep market in high quality corporate bonds (AASB 119 para 83). Treasury considers that there is a deep market in high quality corporate bonds in Australia. On this basis, for-profit entities in the NSW public sector must discount using the published yield on high quality corporate bond rates.

### Mandatory

- Not-for-profit entities are required to discount their other long term employee benefits e.g long service leave provisions using the long-term Commonwealth government bond rate as at the reporting date.
- For-Profit entities are required to discount their other long term employee benefits e.g long service leave provisions using the high quality corporate bond rates as at the reporting date.

AASB 119 permits the use of short-hand measurement techniques to approximate the present value of the long service leave liability (AASB 119 para 60). The difference between the short-hand method and a full present value method must be periodically compared and adjustments made for any material differences.



The Crown in the right of the State of New South Wales (Crown) assumes the long service leave liability of certain General Government Sector (GGS) agencies. These agencies do not recognise a long service leave liability in their Statement of Financial Position. Instead, they recognise an equivalent revenue for the liabilities assumed by the Crown.

Treasury administers these liabilities on behalf of the Crown.

For the purposes of long service leave in the NSW public sector, agencies are assigned to one of three categories:

- Category 1 - Crown Funded LSL Agencies;
- Category 2 - Agency Funded Crown LSL Pool; and
- Category 3 - all other residual agencies covered by the *Government Sector Employment Act 2013*.

The accounting treatment for long service leave and related on-costs will vary depending on the category.

**Category 1** – Crown Funded LSL Agencies are GGS agencies whose long service leave liability, including some long service leave on-costs, is assumed by the Crown.

**Category 2** – Agency Funded Crown LSL Pool agencies are GGS agencies that make regular contributions to the LSL Pool (the Pool). These agencies directly meet their long service leave obligations to employees and are subsequently reimbursed by the Crown for long service leave payments made to employees.

**Category 3** – All other residual agencies covered by the *Government Sector Employment Act 2013* who assume their own long service leave liability and related on-costs.

The Category 1 and Category 2 agencies are listed in Appendix B and Appendix C of this TPG.

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## 1.2 On-costs on long service leave

### Mandatory

- GGS agencies are required to use the on-costs factors in Table 1 to calculate their long service leave on-costs.
- Non-GGS agencies must make their own enquires as to appropriate on-costs factors for long service leave.

There are various on-costs incurred in relation to long service leave. The long service leave on long service leave on-cost has already been included in the present value calculations for Category 1 and 2 agencies therefore no further action is required by agencies. On the other hand, the on-costs listed in the table below are considered stand-alone on-costs. The factors to use in the calculation of these on-costs applicable for GGS agencies are listed in the table below. The defined benefit superannuation on-costs incurred on Category 1 agencies are assumed by the Crown.



Table 1: Agency long service leave on-cost factors for GGS Agencies

On-costs on long service leave <sup>1</sup>	Treatment in agency	Factor % <sup>2</sup>
Superannuation – defined benefits <sup>3</sup>	Category 1 agency - Assumed by the Crown	Department of Education – 0.5% of present value of the total long service leave liability* NSW Health - 0.4% of present value of the total long service leave liability* All other Category 1 agencies - 0.4% of present value of the total long service leave liability*
	Category 2 & 3 agencies - Not assumed by the Crown	0.3% of present value of the total long service leave liability*
Superannuation – defined contribution	Not assumed by the Crown	Department of Education – 8.6% of present value of the total long service leave liability* NSW Health – 7.1% of present value of the total long service leave liability* All other GGS agencies - 5.7% of present value of the total long service leave liability*
Annual leave accrued while on long service leave taken in service <sup>4</sup>	Not assumed by the Crown	Department of Education – 6.5% of present value of the total long service leave liability* NSW Health - 5.6% of present value of the total long service leave liability* All other GGS agencies - 4.2% of present value of the total long service leave liability*

<sup>1</sup> No allowance for long service leave accruals while on long service leave is required as Treasury's actuary has included this in the present value of long service leave.

<sup>2</sup> The on-cost factors provided are intended to be generally appropriate across Crown-funded LSL Agencies and Agency-funded Crown LSL Pool entities. However, where there are indications that the on-cost factors are not appropriate (i.e. where they would give rise to material misstatements) due to the different circumstances of the agency, the agency should discuss this with Treasury.

<sup>3</sup> Provided after Appendix A has been submitted by the agency (refer Section 1.4).

<sup>4</sup> This applies to agencies with an average annual leave accrual of between 4 and 4.5 weeks per year. If an agency has an average annual leave higher than 4.5 weeks per year, it can scale the factor in proportion to its average annual leave as the applicable factor % (6.5%, 5.6% or 4.2%) x average leave accrued in weeks per year / 4.25 weeks per year

On-costs on long service leave <sup>1</sup>	Treatment in agency	Factor % <sup>2</sup>
Workers Compensation Insurance	Not assumed by the Crown	Department of Education – 1.7% of present value of the total long service leave liability* NSW Health - 1.1% of present value of the total long service leave liability* NSW Police Force– 8.9% of present value of the total long service leave liability* Department of Communities and Justice- 2.6% of present value of the total long service leave liability* Fire and Rescue NSW- 3.6% of present value of the total long service leave liability* NSW Rural Fire Service- 2.3% of present value of the total long service leave liability* All other GGS agencies - 0.6% of present value of the total long service leave liability*
Payroll Tax	Not assumed by the Crown	NSW Health - Nil <sup>5</sup> All other agencies: <ul style="list-style-type: none"> <li>• 5.45% of present value of the total long service leave liability*</li> </ul>

\* Present value of the long service leave liability as advised by the Treasury Finance.

The impacts to agencies from the change in factors are to be treated in the current year as a change in estimate, in accordance with AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* (AASB 108). For the purposes of calculating this impact, the factors for FY 2022-23 for long service leave on-costs were:

- 0.8% for Department of Education and NSW Health, 0.6% for all other GGS entities for defined benefit superannuation
- 7.1% for Department of Education, 6.6% for NSW Health and 5.1% for all other GGS entities for defined contribution superannuation
- 6.0% for Department of Education, 5.6% for NSW Health and 4.2% for all other GGS entities for annual leave accrued while on long service leave taken in service
- 1.2% for Department of Education, 1.0% for NSW Health, 6.0% for NSW Police Force and 0.9% for all other GGS agencies for Workers Compensation Insurance and

<sup>5</sup> Under the *Payroll Tax Act 2007*, wages paid or payable by a health care service provider are exempt from payroll tax.

- Nil for NSW Health and 5.45% for all other GGS entities for the Payroll Tax.

The same factors are applied to both the current and non-current portion of the long service leave liability.

Agencies must separately identify payroll tax (expense and liability) for PRIME reporting to Treasury, so that it can be eliminated in the consolidated financial statements of the State.

## 1.3 Accounting for long service leave and related on-costs

### 1.3.1 Category 1 – Crown Funded LSL Agencies

#### Recognition in financial statements

Category 1 agencies recognise a long service leave expense and related on-costs expense in the Statement of Comprehensive Income when employees have rendered related services to the entity.

The long service leave of these agencies are assumed by the Crown. That is, the liability for these agencies is extinguished and no long service leave liability is shown in the agency's Statement of Financial Position. Category 1 agencies recognise a revenue equivalent to the liability assumed by the Crown.

#### Mandatory

- Category 1 agencies, in regard to long service leave, should recognise:
  - Expenses for long service leave and related on-costs.
  - Revenues equivalent to the long service leave expense and related on-costs assumed by the Crown.
  - Liabilities for related on-costs not assumed by the Crown.

Section 1.2, Table 1 lists the various on-costs on long service leave. Except for the defined benefits superannuation on-cost which is assumed by the Crown, the liabilities arising from other on-costs remain with the agency and need to be classified between current and non-current liabilities. Section 3.1 of this TPG provides guidance on current and non-current classification.

#### Reporting to Treasury Finance

A short hand method is used to approximate the long service leave liability by making a projection for each employee based on their current salary, long service leave entitlement and other factors as advised by Treasury's actuary. The projected future cash flows are then discounted to their present value using the Commonwealth government bond rate at year end.

Category 1 agencies must report the movement in long service leave entitlements on a monthly basis to Treasury Finance. The details required in the monthly long service leave journals are outlined in TC21-05 *Funding Arrangements for Long Service Leave* (TC 21-05) or its replacement TPG.

## 1.3.2 Category 2 – Agency Funded Crown LSL Pool Agencies

### Recognition in financial statements

Category 2 agencies make regular cash contributions to the Pool held by the Crown in accordance with TC21-05 or its replacement TPG. Agencies recognise these contributions as an expense in the Statement of Comprehensive Income.

Subsequently, Category 2 agencies receive reimbursements from the Crown for long service leave payments made to employees. Agencies recognise the present value of the amount of payments expected to be made to employees as a long service leave liability, along with a corresponding asset<sup>6</sup> for the amount expected to be reimbursed by the Crown in the Statement of Financial Position.

#### Mandatory

- Category 2 agencies, in regard to long service leave, should recognise:
  - Expenses for long service leave expense and related on-costs.
  - Liabilities for long service leave and related on-costs.
  - Assets and revenue corresponding to the liability, representing the amount to be reimbursed by Crown.

Category 2 agencies are responsible for the long service leave on-costs and must include the on-costs expense and liability in their own financial statements. Category 2 agencies must use the on-cost factors, outlined in Section 1.2, Table 1.

### Reporting to Treasury Finance

Category 2 agencies must report on a monthly basis, the amount of cash payments made to the Crown. The method to calculate the long service leave contributions and the reimbursement procedures are outlined in TC21-05 or its replacement TPG.

At the end of the financial year, agencies are advised the present value of their long service leave liability based on the aggregate nominal long service leave entitlements provided by agencies (refer Section 1.4).

No cash payments are required to fund the difference between the present value of long service leave entitlements, and the nominal value recorded by the agencies.

## 1.3.3 Category 3 - all other residual agencies covered by the Government Sector Employment Act 2013

Agencies that are not Crown Funded LSL Agencies or not part of the Agency Funded Crown LSL Pool must either use the full present value methodology in accordance with AASB 119, or a short hand method to approximate the present value of the long service leave liability. If using a short hand method, agencies must periodically compare the results of using the two methods and adjust for any material differences. This may require a periodic actuarial review.

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<sup>6</sup> Reimbursement from the Crown is 'virtually certain' and satisfies the criteria for recognition as a separate asset in accordance with AASB 119 para 116.

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## 1.4 Year-end reporting requirements for Category 1 and Category 2 agencies

### Mandatory

- Category 1 and Category 2 agencies must complete Appendix A Long Service Leave Return by the date prescribed in the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury each year.

Category 1 and Category 2 agencies must complete Appendix A Long Service Leave Return by the date prescribed in the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury each year. The following information is required:

- The aggregate nominal long service leave balances (long service leave entitlement x salary) as at 30 April for employees with more than five years' service; and
- Estimated total annual salary of all employees (i.e. not just those employees included in the long service leave calculation) for the financial year.

These calculations should be based on current pay rates. Detailed information at the individual employee level is not required. Departments are responsible for coordinating with the agencies within their Departments to avoid any possible errors due to duplication or omission of long service leave liabilities being reported in Appendix A.

Agencies will be advised of the present value of long service leave liability, and for Category 1 agencies, the related on-costs liability assumed by the Crown. This will be done via a return of the completed Part B of Appendix A from Treasury Finance, within the period in accordance with the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury.

This information will be used by agencies to complete the certificate of long service leave reconciliation in the Crown Data Return and to calculate their own year-end long service leave journals.

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## 1.5 Special arrangements for FY 2023-24 due to change in on-cost factors

**For FY 2023-24 only**, agencies should treat expenses relating to the “change in factors” as actuarial adjustments. The correct PRIME expense accounts are -

- For increase: AE401025040 Losses - Actuarial Triennial Review-Leave on-costs
- For decrease: AR401021004 Gains - Actuarial Triennial Review-Leave on-costs

The following is to be noted:

- External Counter Party to be used for this entry is CPE 919
- Agencies must continue to report the normal annual on-cost expense separately from these accounts
- Agencies should report the nominal annual on-costs to the usual PRIME salaries, payroll tax expense, and workers' compensation expense accounts

## 2 Annual leave and related on-costs

### 2.1 Recognition and Measurement of Annual Leave

Annual leave can only be recognised as a short-term employee benefit where these benefits are expected to be settled *wholly* before 12 months after the end of the annual reporting period in which the employees render the related service (AASB 119 para 9). Short-term annual leave is measured on an undiscounted basis using remuneration rates expected to be paid when the obligation is settled (AASB 119 para 11). For example, liability estimates at 30 June would take account of any 1 July pay increases payable to employees of public sector agencies.

#### Mandatory

- Agencies should take into account any 1 July pay increases when calculating the nominal value of annual leave as at 30 June.

In the NSW public sector, it is unlikely that the annual leave benefit will be settled wholly before 12 months after the end of the annual reporting period. As a result, annual leave is likely to be a long-term employee benefit which AASB 119 requires to be measured at the present value of the estimated future cash outflows to be made to employees for services provided.

However, in practice, depending on the profile of the annual leave benefits, the impact of measuring annual leave as a short-term (undiscounted) employee benefit rather than a long-term employee benefit (present value) may be immaterial.

Treasury's independent actuary supports the view that, for GGS agencies, the net impact of salary inflation, promotional increases and discounting to present value is immaterial to annual leave.

Accordingly, Treasury has confirmed that even where annual leave is determined as a long-term employee benefit, GGS agencies can apply the nominal (undiscounted) balance plus the annual leave entitlements accrued while taking annual leave (i.e. annual leave-on-annual leave liability) to approximate the present value of the annual leave liability.

The annual leave-on-annual leave liability for GGS agencies is calculated at a factor of 8.4%<sup>7</sup> on the nominal value of annual leave.

For example, if an agency has a nominal value of annual leave totalling \$1,000,000, the present value<sup>8</sup> is calculated as follows:

Nominal value of annual leave	\$1,000,000
Annual leave on annual leave liability of 8.4%	\$ 84,000
Present value of annual leave	\$1,084,000

<sup>7</sup> This applies to agencies with an average annual leave accrual of between 4 and 4.5 weeks per year. If an agency has an average annual leave accrual higher than 4.5 weeks per year, it can scale the factor in proportion to its average leave as  $8.4\% \times \text{average leave accruals in weeks per year} / 4.25 \text{ weeks per year}$ .

<sup>8</sup> The present value is used as a basis for calculating annual leave on-costs as discussed in Sections 2.2.1 to 2.2.3 of this TPG.

However, if an agency has a high proportion of employees with annual leave balances significantly in excess of 40 days, they should consider projecting future cash outflows expected to be made to employees and discounting the projected annual leave to its present value. This should be assessed by each agency every year.

NSW public sector agencies outside the GGS should review the treatment of their annual leave liability, including assessing whether there is likely to be any material difference between the present value and undiscounted basis.

### **Mandatory**

- GGS Agencies should apply the annual leave-on-annual leave factor to their nominal leave balance to calculate the present value annual leave.
- GGS agencies with a high proportion of employees with annual leave balances significantly higher than 40 days, should consider projecting cash flows and discounting annual leave to present value.
- Agencies outside of GGS should review their treatment of annual leave, including assessing the difference between the present value and undiscounted basis.

## **2.2 Accounting and reporting requirements for on-costs on annual leave**

As with other employee benefits, where material, the on-costs associated with annual leave (i.e. payroll tax, workers compensation insurance long service leave and superannuation), are recognised as expenses and liabilities (and revenue, where assumed by the Crown) when employees have rendered related services to the entity.

For Category 1 Crown Funded LSL Agencies, the on-costs of defined benefit superannuation and long service leave accruing while on annual leave are assumed by the Crown (refer section 2.2.1 and 2.2.3 below). These agencies should not accrue these on-costs as liabilities. Instead, the amount assumed by the Crown must be recognised as revenue.

### **Mandatory**

- Agencies that have annual leave on-costs assumed by the Crown must report these balances in their Crown Data Return.

This TPG specifies on-cost factors for GGS agencies. The details of the on-cost factors are set out in the Section 2.3, Table 2 below. Non-GGS agencies should make their own enquiries as to appropriate on-cost factors. If there has been a change in the factors previously applied, the change and its impact to agencies is to be treated in the current year as a change in estimate, in accordance with AASB 108. The accounting and reporting requirements for the on-costs on annual leave are outlined below.



## 2.2.1 Defined benefit superannuation on-cost on annual leave

### Defined benefit superannuation assumed by the Crown – Category 1 agencies

Where defined benefit superannuation is assumed by the Crown (refer TC 18-10 or its replacement TPG), any additional superannuation liability accruing on the annual leave liability is also assumed by the Crown and is recognised as an expense and revenue.

These agencies must report the defined benefit on-cost on annual leave assumed by the Crown in the Crown Data Return. This must be done annually as part of the requirement of the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury.

### Defined benefit superannuation not assumed by the Crown – Category 2 and 3 agencies

For those agencies whose defined benefit superannuation is not assumed by the Crown, the defined benefit superannuation on-cost on annual leave is recognised as an expense and liability.

## 2.2.2 Defined contribution superannuation on-cost on annual leave

The defined contribution superannuation on-cost is not assumed by the Crown. Agencies should recognise this on-cost as an expense and liability in their financial statements.

## 2.2.3 On-cost of accruing long service leave on annual leave

### Long service leave liability assumed by the Crown – Category 1 agencies

As discussed in Section 1, the Crown assumes the long service leave liability of Category 1 - Crown Funded LSL Agencies. For these agencies, the related long service leave accruing cost on annual leave is also assumed by the Crown. Category 1 agencies recognise an expense and revenue for any long service leave liability accruing on the annual leave liability assumed by the Crown.

Category 1 agencies must report the on-cost of accruing long service leave on annual leave assumed by the Crown in the Crown Data Return. This must be done annually as part of the requirement of the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury.

### Long service leave liability not assumed by the Crown – Category 2 and 3 agencies

For agencies whose long service leave liability is not assumed by the Crown, the on-cost of accruing long service leave on annual leave is recognised as an expense and liability.

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## 2.3 On-costs on annual leave

### Mandatory

- GGS entities are required to use the on-costs factors in Table 2 to calculate their annual leave on-costs.

## Mandatory

- Non-GGS entities should make their own enquires as to appropriate on-costs factors for annual leave.

There are various on-costs incurred in relation to annual leave. The applicable factors to use in the calculation of these costs for GGS Agencies are listed in the table below. Non-GGS agencies should make their own enquiries as to appropriate on-cost factors.

*Table 2: Agency annual leave on-cost factors for GGS Agencies*

On-costs on annual leave	Treatment in agency	On-cost factor % <sup>9</sup>
Superannuation – Category 1 agencies	Assumed by the Crown – defined benefits superannuation	0.2% of present value of the total annual leave liability
	Not assumed by the Crown – defined contributions superannuation	<ul style="list-style-type: none"> <li>• For FY2023/24, NSW Health: 10.7% of present value of the total annual leave liability All other agencies: 11.3%</li> <li>• For FY2024/25, and later, NSW Health: 11.1% of present value of the total annual leave liability All other agencies: 11.8%</li> </ul>
Superannuation – Category 2 and 3 agencies	Not assumed by the Crown	<p>For GGS agencies whose defined benefit superannuation and defined contribution superannuation liabilities are not assumed by the Crown they can apply the following superannuation on-costs which covers both defined benefits and defined contributions superannuation as follows:</p> <ul style="list-style-type: none"> <li>• For FY2023/24, 11.4% of present value of the total annual leave liability</li> <li>• For FY2024/25, and later, 11.9% of present value of the total annual leave liability</li> </ul>

<sup>9</sup> The annual leave on-cost factors provided are intended to be generally appropriate across GGS agencies. However, where there are indications that the on-cost factors are not appropriate (i.e. where they would give rise to material misstatements) due to different circumstances of the particular agencies, the agency should discuss this with Treasury.

On-costs on annual leave	Treatment in agency	On-cost factor % <sup>9</sup>
Long service leave accrued while on annual leave	Assumed by the Crown – <b>only</b> for agencies whose long service leave liability <b>is</b> assumed by the Crown i.e category 1 agencies  Not assumed by the Crown - agencies whose long service leave liability <b>is not</b> assumed by the Crown i.e. category 2 and 3 agencies	2.5% of present value of the total annual leave liability for all GGS agencies
Workers Compensation Insurance	Not assumed by the Crown	95% X Workers Compensation premium as a percentage of salary X annual leave present value liability
Payroll Tax	Not assumed by the Crown	NSW Health - Nil All other agencies: <ul style="list-style-type: none"> <li>• 5.45% of present value of the total annual leave liability</li> </ul>

# 3 Presentation and Disclosure – Long Service Leave and Annual Leave

## 3.1 Current / non-current liabilities

In accordance with paragraph 69 of AASB 101 *Presentation of Financial Statements* (AASB 101), liabilities must be classified as current where the agency does not have an unconditional right to defer the settlement of a liability for at least 12 months after the reporting period, i.e. all annual leave and unconditional long service leave must be disclosed as current.

### Mandatory

- All annual leave and unconditional LSL must be classified as current liability even where the agency does not expect to settle the liability within 12 months.

AASB 119 contains requirements about the recognition and measurement of employee benefits. AASB 101 covers requirements on whether an item is presented as current or non-current. AASB 101 current and non-current classifications do not necessarily align with the distinction between short-term and long-term employee benefits under AASB 119. For example, an unconditional long-service leave liability must be classified as 'current' in the Statement of Financial Position (per AASB 101), but it must be recognised and measured as a long-term employee benefit (per AASB 119 para 69).

Based on actuarial advice for long service leave for Category 1, 2 and 3 agencies, on average approximately 90% of the long service leave and related on-costs liabilities is current and 10% non-current. Agencies should use this as the basis for the current/non-current allocation, unless they can demonstrate otherwise.

### Mandatory

- Category 1, 2 and 3 agencies should split their long service leave and related on-costs liabilities as approximately 90% current and 10% non-current, unless they can demonstrate another appropriate split.

Similarly, annual leave must be classified as current in the Statement of Financial Position, but it may be recognised and measured as a long-term employee benefit.

In accordance with AASB 101 para 61, for each liability line item that combines amounts expected to be settled no more than 12 months after the reporting period and more than 12 months after the reporting period, an entity must disclose the amount expected to be settled after more than 12 months. Therefore, in the notes to the financial statements, the current liability (i.e. annual leave and current portion of LSL) must be split between what is expected to be settled within 12 months and what is expected to be settled in more than 12 months after the reporting period.

### Mandatory

- For the current liability (annual leave and unconditional long service leave), entities must disclose the split between what is expected to be settled within 12 months and what is expected to be settled more than 12 months after the reporting date.

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## 3.2 Other disclosure requirements

Disclosure requirements for GGS agencies are outlined in the Financial Reporting Code.

Agencies should refer to applicable Accounting Standards for further guidance on financial statement disclosures regarding long service leave and annual leave. For example, AASB 101 may require separate disclosure of employee benefit expenses, where material. Agencies may also be required to make additional disclosures, where required by AASB 124 *Related Party Disclosures*.

# Appendix A: Long Service Leave Return

## Long Service Leave Return: Category 1 - Crown Funded LSL Agencies and Category 2 - Agency Funded Crown LSL Pool agencies

Senior Financial Accountant

Email: [Crown\\_Entity@treasury.nsw.gov.au](mailto:Crown_Entity@treasury.nsw.gov.au)

### Part A

Actuarial valuation of long service leave liability as at 30 June 20\_\_\_\_\_

Agency name \_\_\_\_\_ Agency or Profit centre number \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

The nominal value of long service leave balance as at 30 April 20\_\_\_\_ for employees that have completed 5 or more years of service.

\$'000

**Present value** of long service leave - As at the end of the previous year  
(Opening current and non-current long service leave balance, as advised by Treasury in the previous year. The balance excludes any on-costs)

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Estimated Total Annual Salary of all Employees<sup>1</sup>

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**Nominal value** of long service leave current year- As at 30 April

=====

\*For more guidance in completing this form, refer to accompanying notes particularly Section 1.4 of this TPG (for Crown Funded LSL Agencies and Agency Funded Crown LSL Pool.)

Explanations for any large movements in the long service leave balance (if applicable):

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

### Part B

#### Completed by Treasury Finance

(Nominal value will be converted to present value and provided to you within the period as specified in the annual policy on Agency Guidelines for the Mandatory Annual Returns to Treasury).

Liabilities assumed by the Crown as at 30 June 20\_\_\_\_\_

\$'000

Long service leave present value - As at 30 June 20\_\_\_\_\_

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(Base for calculating on-costs)

**On-Costs assumed by the Crown**, excluding Category 2 - Agency Funded Crown LSL Pool agencies<sup>2</sup>: Defined benefit superannuation on-cost of 0.5% for Department of Education, 0.4% for NSW Health and other Crown Funded LSL agencies

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Total long service leave present value and related on-costs assumed by the Crown

=====

Senior Financial Accountant

Date

(Attach a copy of this signed certificate with your Crown Data Return)

<sup>1</sup> This represents the estimated aggregate salaries paid during the financial year, where the salary is, at any time, the actual salary applicable for determining LSL payments in service.

<sup>2</sup> The defined benefit superannuation on-cost is not included in the Category 2 - Agency Funded Crown LSL Pool calculations.

## Appendix B: Category 1 - Crown Funded LSL Agencies

Agency Name	Crown Profit Centre Number
Art Gallery of New South Wales Staff Agency	EN0728
Australian Museum Trust Staff Agency	EN0730
Biodiversity Conservation Trust of NSW	EN0828
Centennial Park and Moore Park Trust	EN0814
Department of Climate Change, Energy, the Environment and Water	EB1602
Department of Communities and Justice	EB0702
Department of Customer Service	EB0402
Department of Education	EB0202
Department of Planning, Housing and Infrastructure	EB0802
Department of Enterprise, Investment and Trade	EB1402
Premier's Department	EB0902
Environment Protection Authority Staff Agency	EB0804
Fire and Rescue NSW	EB0706
Greyhound Welfare Integrity Commission	EJ0099
Health Care Complaints Commission Staff Agency	EB0504
Museums of History NSW	EN0816
Independent Commission Against Corruption	EI0914
Independent Liquor and Gaming Authority	EB0708
Independent Pricing and Regulatory Tribunal Staff Agency	EI0916
Information and Privacy Commission	EB0710
Infrastructure NSW Staff Agency	EB0904
Judicial Commission of New South Wales	EI0722
Law Enforcement Conduct Commission	EI0725
Legal Aid Commission	EB0712



## OFFICIAL

Agency Name	Crown Profit Centre Number
Local Land Services Staff Agency-Crown funded staff	EN0608
Mental Health Commission Staff Agency	EB0506
Ministry of Health	EB0502
Multicultural NSW	EN0310
Natural Resources Commission Staff Agency	EB0906
New South Wales Crime Commission Staff Agency	EB0714
New South Wales Electoral Commission Staff Agency	EI0918
NSW Education Standards Authority	EB0204
NSW Independent Casino Commission	EN1406
NSW Police Force	EB0716
NSW Reconstruction Authority	EB0834
Office of the Children's Guardian	EI0304
Office of NSW State Emergency Service	EB0720
Office of Sport	EB0908
Office of the Director of Public Prosecutions	EI0726
Office of the Independent Planning Commission	EB0832
Office of the Independent Review Officer	EI0434
Office of Transport Safety Investigations	EN1008
Ombudsman's Office	EI0920
Parliamentary Counsel's Office	EB0910
Public Service Commission	EI0922
Department of Regional NSW	EB1302
Royal Botanic Gardens and Domain Trust	EB0812
Service NSW	EB0406
State Library of New South Wales	EN0734
State Records Authority NSW	EN0424
Sydney Olympic Park Authority	EB0912
TAFE Commission	EB0606

OFFICIAL

Agency Name	Crown Profit Centre Number
The Cabinet Office	EB1502
The Legislature	EI0102
The Treasury	EB1102
Transport for NSW	EB1002
Museum of Applied Arts and Sciences Staff Agency	EN0732
Western Sydney Parklands Trust	EN0824

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## Appendix C: Category 2 - Agency Funded Crown LSL Pool Agencies

Agency Name	Crown Profit Centre Number
Audit Office of New South Wales	EI0928
Crown Solicitor's Office	EB0704
District Court Dust Diseases Tribunal	EB0702
Legal Profession Admission Board	EB0702
NSW Trustee and Guardian	EN0736
Office of the Legal Services Commissioner	EB0702
Office of the Public Guardian	EB0702

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