



**PORTABLE**  
LONG SERVICE  
LEAVE

Be challenged  
Be rewarded  
**Belong**





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LONG SERVICE  
LEAVE

# Welcome

We are very excited to share with you the great initiatives and benefits we offer as part of your employment journey with QLeave.

## ABOUT QLEAVE

QLeave is a Queensland Government statutory body administering portable long service leave schemes for the building and construction, contract cleaning and community services industries.

QLeave has been operating in the building and construction industry since 1992; the contract cleaning industry since 2005; and the community services industry since 2021.

Our schemes ensure workers in these sectors receive the long service leave they've earned, regardless of the number of employers they've worked for in that time.





# Our business

QLeave has over 130 employees delivering high-quality, customer focused services. Our employees feel a strong connection to our work and the support we provide to the many Queenslanders working across the state.

Supporting the industries we serve is important to us. By partnering with associations, peak bodies and unions we connect with and educate scheme participants to help them understand their rights and obligations.

**Our Employee Value Proposition defines the employee experience and sets out:**

- How QLeave attracts, recruits and retains the type of employees who align with our values and culture; and
- The unique benefits and authentic work journey you will receive in exchange for your skills, capabilities and experience that you demonstrate every day.

The following sections in this document will provide you with even more information about the QLeave experience.



# Our values

**QLeave is a values-driven organisation.**

Our people passionately uphold the values we have developed for our business, underpinned by those of the Queensland public sector.

## VISION

Making a positive difference for our industries – today, tomorrow and in the future.

## PURPOSE

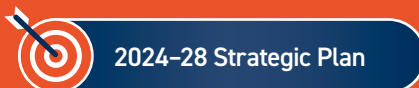
To provide equitable and efficient portable long service leave schemes.

## STRATEGIC PLAN

The number one priority in our 2024–28 Strategic Plan is to **put our people first, and be an employer of choice.**

Be assured of your importance to QLeave – we value the work you do!

To learn more about our future goals and plans for QLeave, download a copy of our **Strategic Plan** from our website or click here:



## CUSTOMERS FIRST

We are fair and consistent, seek to understand and make decisions for the long term.



## EMPOWER PEOPLE

We are all leaders, who thrive on learning and sharing knowledge.



## UNLEASH POTENTIAL

We want to improve and to deliver beyond the expectations of our stakeholders.



## IDEAS INTO ACTION

We challenge, try new things and seek different perspectives.



## BE COURAGEOUS

We feel safe to be vulnerable, to speak up, to pursue opportunities and have the courage to fail.

# Our workplace

Getting to work

Accessibility

Wellness room

Kitchen facilities

Meeting rooms and open-plan area

Social club

Café options

Medical centre





# Our workplace



## Getting to work

QLeave is conveniently located in the northern suburbs of Brisbane – 15 km north of Brisbane's CBD and 9 km from the airport. Free on-site and street parking is readily available.

We are an easy 20-minute walk from Northgate and Banyo train stations.

If you choose to cycle, jog or walk to work, we have on-site shower facilities so you can start your day fresh.



# Our workplace



## Accessibility

Our office space is accessible for people with different needs. Facilities include automatic opening doors, lift access, all gender accessible toilets and showers.



# Our workplace



## Wellness room

QLeave offers a comfortable and relaxing Wellness room for all staff.

With the convenience of pre-booking, the Wellness room is totally private and lockable, making it suitable for breastfeeding, prayer or simply taking some 'time out'.





# Our workplace



## Kitchen facilities

We have kitchens both upstairs and downstairs with facilities including ovens and plenty of fridge space. Tea, coffee, milk, cups, glasses, plates and cutlery are all supplied.

These areas are great spaces to make a coffee and catch up with your colleagues on your breaks.

Our Level 1 balcony is the perfect place to enjoy your break in the fresh air.



# Our workplace



## Meeting rooms and open-plan area

We have several meeting rooms, complete with interactive capabilities.

We also have an expansive open-plan area with various seating options that can be used for meal breaks and informal meetings.





# Our workplace



## Social club

Everyone is a part of the QLeave social club, with no regular fees required. Events and activities are held throughout the year such as trivia, raffles and our annual Christmas party.

Our social club also manages an onsite vending machine for when you feel like a quick snack or drink.



# Our workplace



## Café options

There are various café options conveniently located near QLeave.

Pop in for a quick takeaway coffee or juice hit, or stay a little longer and enjoy the dining-in experience.





# Our workplace



## Medical centre

There is a medical centre located within our building complex that offers a comprehensive range of services, including occupational and environmental medicine, skin management, and general medicine.



# Belong

Diversity,  
equity and  
inclusion

Reconciliation  
Action Plan

Leadership  
charter

Working for  
Queensland  
survey

Consultative  
committee

Culture  
vision





**PROUD  
MEMBER**



## Diversity, equity and inclusion

Our aim is to support everyone to feel safe at work each and every day by creating an environment where you are included, respected and valued. Uniqueness is celebrated irrespective of family responsibilities, marital status, age, cultural background, disability, religion, gender identity or sexuality.

We strive to create an inclusive environment where we can speak up, share ideas, and perform to our full potential – improving creativity, integrity, productivity and engagement.

For further details about our commitment, download a copy of our **Diversity, Equity and Inclusion Strategy** from the QLeave website or click here:



[Diversity and Inclusion Strategy 2024–27](#)



# Belong

## Reconciliation Action Plan (RAP)

Confirming our ongoing reconciliation commitment to Australia's First Nations people, we have released our second plan, Innovate RAP.

We have strengthened our commitment to reconciliation by engaging a dedicated Reconciliation Action Plan Advisor. This position leads internal stakeholder action plans to create change and promote meaningful action. Our goal is to remove barriers and elevate the voices of Aboriginal and Torres Strait Islander Peoples in our workplace.

To learn more about our ongoing reconciliation commitment to Australia's First Nations people, download a copy of **Innovate RAP** from the QLeave website or click here:



Innovate RAP



# Belong

## Leadership charter

### As leaders we:

- make operational and strategic decisions within delegation that consider legislative obligations and the impacts on QLeave and our people
- share ownership of decisions, actions and reporting

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- listen with empathy and respond in a considered way
- communicate openly and constructively, with a focus on finding solutions
- meet regularly to collaborate and ensure priorities are aligned across functions

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- serve by sharing the load, asking for help and helping each other
- treat each other with kindness and respect
- seek to understand other perspectives with integrity and fairness

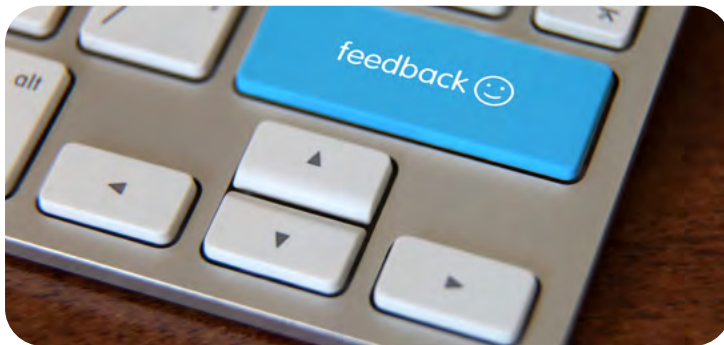
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- stand behind our decisions with courage and conviction
- celebrate our achievements and own our mistakes to help us grow
- escalate matters promptly and ensure affected people are informed





# Belong



## Working for Queensland survey

The annual **Working for Queensland** survey (WfQ survey) measures Queensland public sector employee perceptions of their work, manager, team, and organisation.

Our WfQ results help us understand your experience working at QLeave and drives positive workplace change.



# Belong

## Consultative committee

We are committed to undertaking consultation with our staff and union representatives, and hold regular consultative committee meetings with the Together Union.

These meetings enable us to consult on matters that affect changes in our workplace.



# Belong

## Culture vision

We strive for a culture of connection, shared accountability, integrity and growth, so we can best serve each other and the people of Queensland.



connection



accountability



integrity



growth





# Achieve

Performance  
and  
Development  
Plans

Talent  
management

Emerging  
Leaders  
program

Profile  
photos

Qualification  
allowance

Growth  
time

Supervisor  
hub

QLeave  
library

Learning  
Hub



# Achieve

## Performance and Development Plans

To help you get the most out of your role and ensure you are set for success, you will have your own performance and development plan (PDP).

We also include regular check-in periods that provide scheduled time for you and your supervisor to talk about how you are tracking against your success measures.

These check-ins provide an opportunity to discuss any development you may need or wish to pursue, for both your current role and future aspirations. We encourage you to reach these personal and professional goals.



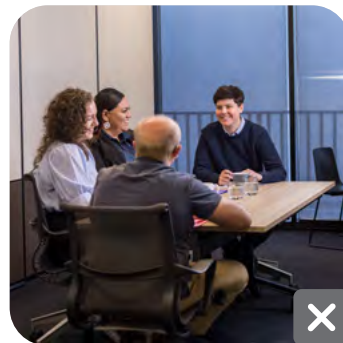
# Achieve

## Talent management

We are building an organisational culture committed to employee growth and rewarding positive behaviours. This is demonstrated through our Talent Management Framework.

At QLeave, our goal is to help you reach your full potential and continue to grow your career. We offer development opportunities to make it easier and more accessible for you to grow your career.

Whether your talents and interests lie in leadership or becoming a content expert in a specialised business area such as a data analyst or a procurement officer, QLeave can support you with the skills and knowledge for success.





# Achieve



## Emerging Leaders program

This 6-month program focuses on our emerging leaders, providing opportunities to develop their capability and confidence.

As part of this program, Emerging Leaders will complete a range of activities that have been designed to specifically assess the competencies and behaviours identified in the leadership competencies for Queensland.



# Achieve

## Profile photos

As part of our induction program, we provide every employee with a profile photograph which you can use on external business platforms such as LinkedIn.

These photos will also appear on your internal Office 365 profile, Performance and Development Plans (PDPs) and our intranet.



# Achieve



## Qualification allowance

QLeave encourages you to earn qualifications in line with the Australian Qualifications Framework (AQF).

If you already have a Certificate, Diploma, Advanced Diploma or Degree, you may be eligible for a fortnightly allowance which is offered to employees (A02 to A04 classifications) who have met specified criteria.





# Achieve



## Growth time

Growth Hour is a dedicated hour provided to all staff to invest in their professional development. Every employee will be provided one hour each week to focus on enhancing their skills, learning new concepts, and pursuing their career goals.

QLeave believes that continuous learning is key to both personal and organisational success, and we are committed to providing the resources and time for employees to thrive.



# Achieve



## Supervisor hub

We run an in-house program for developing supervisors to come together in a confidential and supportive environment. This platform enables our leaders to connect by sharing knowledge and experience.



# Achieve

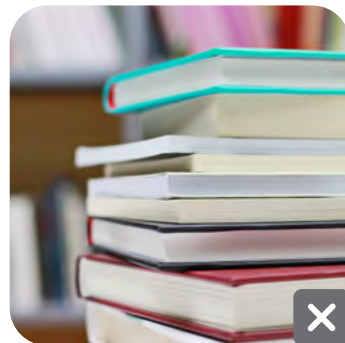
## QLeave library

We have a range of development books to help you on your journey that can be borrowed at any time.

Check out the titles and reviews available on our intranet.

Topics in our library include:

- leadership development
- mentoring
- leading change
- emotional intelligence
- diversity, equity and inclusion.



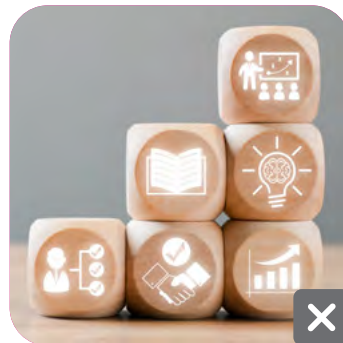


# Achieve

## Learning Hub

We have an online Learning Hub located on the QLeave Intranet, designed to support continuous learning and growth. The Learning Hub features an extensive collection of courses, webinars, articles, and interactive modules across various fields such as leadership, project management, technical skills, and soft skills enhancement.

Accessible at any time, the Learning Hub allows employees to tailor their development paths according to their individual career goals and interests, ensuring they have the tools and knowledge needed to excel in their roles and contribute to the organisation's success.



# Thrive

Annual flu  
vaccination

Annual  
ergonomics  
training

Domestic and  
Family Violence  
framework and  
support

Employee  
Assistance  
Program

Wellbeing  
framework

Weekly  
fruit



# Thrive

## Annual flu vaccination

Vaccination is the best action to reduce the risk of getting the flu and avoid potential complications.

Being vaccinated builds your immunity to the virus and helps prevent transmission to others.

To support our staff, QLeave offers voluntary annual flu vaccinations between April and June.





# Thrive



## Annual ergonomics training

Being seated for long periods of time can cause a number of health issues. It adds stress to your body, especially if you aren't sitting in the correct position.

All our staff are offered annual ergonomics training to better understand how to set up your workstation in the most comfortable way, learn stretches to help minimise and prevent aches and pains.



# Thrive

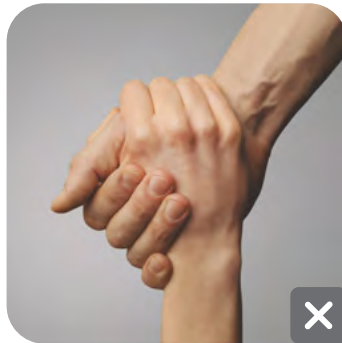
## Domestic and Family Violence (DFV) framework and support

We understand many people face a range of challenges in their lives, both inside and outside the workplace.

Three main principles underpin our approach to incidents and disclosures of DFV: support; confidentiality; and safety.

To ensure we can help our team members, QLeave conducts annual training for our staff, managers and leaders so they are better equipped to provide support.

A range of paid leave and assistance options are also available when required.



# Thrive

## Employee Assistance Program

Our Employee Assistance Program (EAP) is provided by AccessEAP – a nationwide company offering easy bookings and multiple location options for your convenience.

QLeave offers all employees and their immediate family members access to six free counselling sessions every 12 months.

This is a voluntary, confidential and complimentary counselling service with a short-term, solution-focused approach to help enhance your overall wellbeing.

The EAP can assist you when you need guidance on professional or personal goals, effective communication skills, and also with personal, family or work related concerns that are impacting your health and quality of life.





# Thrive



## Wellbeing framework

Wellbeing can be impacted by work, and in turn your wellbeing can impact your time at work.

QLeave takes an active approach to supporting all aspects of your wellbeing. With this in mind, we have developed an evolving wellbeing framework focused on enabling and supporting you to thrive professionally and personally in a safe, inclusive, diverse, and resilient workplace.



# Thrive



## Weekly fruit

QLeave has partnered with an award-winning certified social enterprise and registered charity to supply top-quality fresh fruit, weekly, for all our staff to enjoy.



# Benefits

Christmas  
and New Year  
compulsory  
closure

Superannuation

Study  
assistance

Flexible ways  
of working

Parental  
leave

Reproductive  
health leave

Long  
Service  
leave

Reward and  
recognition

Annual  
salary  
incremental  
increases





# Benefits

## Christmas and New Year compulsory closure

Each year, QLeave closes over the Christmas and New Year period.

This period of leave provides the opportunity to spend time with family and friends and take some well-deserved time off.

Not only do you receive the public holidays, as a Queensland Government employee you are also afforded one day's leave on full pay without the need to access your accrued time or recreational leave balances.

You can use your accrued time off (ATO) or recreational leave to cover the other days.



# Benefits



## Superannuation

As a Queensland Government employee, you will automatically receive 12.75% on your superannuable salary based on ordinary time earnings.



# Benefits



## Study assistance

If you are interested in study and research for either personal or professional development, our Study and Research Assistance Scheme (SARAS) may provide financial support and leave assistance.

For further information about this scheme, talk to a member of our PCC team.





# Benefits



## Flexible ways of working

At QLeave, we believe that flexibility at work is essential for balance and wellbeing.

By embracing technology and innovative work methods, including the option to work from home, we boost efficiency and productivity.



# Benefits

## Parental leave

As a Queensland Government employee, you are entitled to 14 weeks paid parental leave for eligible:

- birth-related leave for an employee who is pregnant or whose spouse gives birth;
- adoption leave; and
- surrogacy leave.

You will also receive 36.25 hours to attend pre-natal medical appointments.

There are a number of inclusive options available for eligible spouses such as pre-natal leave of up to 7.25 hours to attend medical appointments, and one week's paid short spousal leave on the birth of the child.

An eligible employee whose spouse has given birth can also access any of the entitlement to paid parental leave which has not been used, as paid long spousal leave.

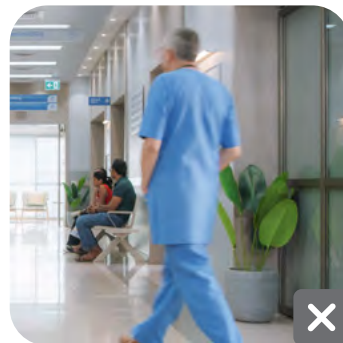


# Benefits

## Reproductive health leave

As a Queensland Government employee, you are entitled to 10 days per annum (non-cumulative) paid reproductive health leave, including for:

- each parent to receive fertility/IVF treatment;
- chronic reproductive health conditions (such as endometriosis, dysmenorrhea, adenomyosis, polycystic ovary syndrome, and menopause symptoms) that require absence from the workplace;
- preventative screening associated with reproductive health, including breast and prostate screening (capped at four hours per year); and
- treatment associated with reproductive health including hysterectomy and vasectomy.





# Benefits



## Long Service leave

You are entitled to accrue 13 weeks leave for each 10 years of continuous service with the Queensland Government.

This is considerably higher than the Commonwealth's accrual rate which currently sits at under nine weeks for each 10 years of continuous service.

You can also access your long service leave after seven years of service (pro-rata).



# Benefits

## Reward and recognition

Each quarter, QLeave proudly celebrates the achievements of our employees as part of the 'Living our Values' reward and recognition program.

Employees are nominated by their peers or managers when they are seen to be 'living our values', with winners receiving a \$50 gift card and undercover car parking privileges for that quarter.

To add some extra cheer on Fridays, we play 'spin the wheel' and award two staff members with undercover parking for the week – a highly sought-after reward!

As part of our reward and recognition program, we also recognise years of service in five-year intervals.



# Benefits



## Annual salary incremental increases

All Administrative and Professional Officers automatically receive an annual salary increment increase (unless already at the top of their pay scales) on the anniversary of their appointment.\*

*\* Providing performance is to the required standard of the role.*







**PORTABLE**  
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# Be part of our team

We hope you've found the information  
in this presentation beneficial.

If you have any questions or would like further  
information please contact our People, Culture  
and Capability team – [pccteam@qleave.qld.gov.au](mailto:pccteam@qleave.qld.gov.au)

