

## COMPLETING A CANCELLATION REQUEST

### INTRODUCTION

When an eligible employee's leave plans change after submission of a leave application, a Cancellation Request must be submitted.

The form has three sections that must be completed by your employee (including an employee acknowledgment) and a section that **MUST** be completed by an authorised contact of your organisation.

### EMPLOYEE DETAILS

Please check that your employee has included their correct personal details; name in full (no nicknames), date of birth and Coal LSL issued LSL number, postal address and email address.

### LEAVE CANCELLATION DETAILS

Please ensure your employee has:

- Selected the leave application type which matches the original form submitted i.e. In-service Leave OR Cessation.
- Completed the applicable section for which they are cancelling leave.
- Signed and dated the form.

### EMPLOYER DETAILS

This section **MUST** be completed, signed and dated by an Authorised Contact of your organisation.

- Enter the leave authorisation number as supplied on the email confirmation (Long Service Leave Authorisation Advice) when the original leave application was submitted.
- Enter your company name and Coal LSL issued Employer ID Number.
- Sign and date the form.
- Enter the preferred email address where you would like the Authorisation Advice to be sent.

### HELPFUL HINTS

**Authorised Contacts:** Only Authorised Contacts may complete the employer section and submit the application form. These people are registered with Coal LSL as authorised contacts for long service leave processing purposes. They are usually in payroll or HR roles in an organisation. Additional contacts can be added by an existing Authorised Contact completing the Update Contact Details form, which is available on our website under Employer Forms.

### CHECKLIST

- THE EMPLOYEE SECTION OF THE FORM IS ACCURATELY COMPLETED (I.E. ALL DETAILS MATCH THE ORIGINAL LEAVE APPLICATION), SIGNED AND DATED.**
- THE EMPLOYER SECTION OF THE FORM IS ACCURATELY COMPLETED, SIGNED AND DATED BY AN AUTHORISED CONTACT OF YOUR ORGANISATION.**
- THE COMPLETED FORM HAS BEEN SUBMITTED TO THE CORRECT EMAIL ADDRESS, AS STATED ON THE CANCELLATION FORM.**

### SUBMITTING YOUR REQUEST

Submit form via email to

**leave@coallsl.com.au**

For questions, please call 1300 852 625 Monday to Friday between 8.30am and 5.00pm (AEST) .