

## AMENDMENT TO LEAVE APPLICATION

### INTRODUCTION

This form is to be completed when an approved Leave Application needs amending. The application can be at Approved or Reimbursed stage.

If an application requires amending which has already been reimbursed:

- All funds paid related to the original application will need to be returned to Coal LSL, unless otherwise advised
- Once the application has been amended, you will receive a new Leave Authorisation Number reflecting the amendment then a new claim for reimbursement can be made.

### PRELIMINARY INFORMATION

- Obtain the Leave Authorisation Number from the Leave Authorisation Advice, the email sent from Coal LSL when you submitted the original leave application. It's also accessible from your Filing Cabinet under Correspondence in the employer self-service portal.
- Please ensure you choose the type of application you're amending (Cessation or In-service).

### SECTION 1: EMPLOYER AND EMPLOYEE DETAILS

- This section is **mandatory**.
- State your company name and Coal LSL issued Employer ID number.
- Confirm who the application relates to by providing the employee's name, Coal LSL issued LSL Number and date of birth.

### SECTION 2: CESSATION APPLICATION DETAILS

- Complete only if amending a Cessation Application.
- State the original application details and confirm whether your employee claimed a total entitlement or a specific number of hours.

- In the **Amended Details** column, state the amendments required. E.g. Original application listed a cessation date of 04/05/2021; corrected cessation date is 09/05/2021. State the hours that were recorded on the authorisation advice issued after the original application.
- NOTE: You CANNOT claim more hours or an increase in reimbursement without further application made by the employee.

### SECTION 3: IN-SERVICE APPLICATION DETAILS

- Complete only if amending an In-service Application.
- This section can be used to correct administration errors on the original application, extend an employee's leave or when changes occur to your employee's roster during the period of leave requested e.g. if hours are reduced or there are changes to the leave period and hours relating to Public Holidays.

### SECTION 4: AMOUNT REIMBURSED

- If your organisation has already been reimbursed for the original leave period, state the amount of funds paid for the original claim. This information will be used to check the amount your organisation may need to return to the Fund.
- Once the application has been reprocessed, you can then reclaim for reimbursement to match the amended application.

### SECTION 5: DECLARATION AND CONTACT DETAILS

- This section is **mandatory**.
- It must be completed by an Authorised Contact at your organisation.

AMENDMENT TO LEAVE APPLICATION *CONT.*

## REASONS FOR AMENDING AN APPLICATION

- Change to cessation date
- Change to cessation code
- Changes to casual or part-time hours, Leave Without Pay (LWOP), workers compensation (WCOMP);  
NOTE: Employees cannot be on LWOP or WCOMP while on long service leave
- Changes to the employee's roster affecting the hours originally requested
- Advice of public holidays during the period of leave requested
- Extension to the leave period requested

## SUBMITTING YOUR REQUEST

Email your form to:

**leave@coallsl.com.au**

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