



AN OVERVIEW OF LONG SERVICE LEAVE IN THE BLACK COAL MINING INDUSTRY

WHO IS COAL LSL?

Coal LSL is an Australian Government corporation established to regulate and manage long service leave entitlements on behalf of eligible employees of the black coal mining industry.

Who is eligible?

You are considered an 'eligible employee' under the long service leave scheme if you are:

- ▶ employed in the black coal mining industry by an employer engaged in the black coal mining industry and your duties are directly connected with the day-to-day operation of black coal mining; or
- ▶ employed in the black coal mining industry and your duties are carried out at or about a place where black coal is mined and are directly connected with the day-to-day operation of a black coal mine; or
- ▶ permanently employed with a mine rescue service for the purposes of the black coal mining industry.

How does long service leave accrue?

- ▶ Long service leave accrues in hours, based on your employment status i.e. full-time, part-time or casual.
- ▶ A full-time employee accrues 455 hours of leave after completing eight years of qualifying service.
- ▶ A part-time or casual employee accrues leave at a rate which reflects the number of working hours each week. The maximum accrual over eight years is the equivalent of a full-time employee.

If your employment status changes from full time to part time or casual and you work less than 35 hours per week, you will accrue leave at a rate that reflects the number of hours you work.

You can find out your current leave balance as held on our records by logging into the self-service portal from our website, submitting a request through the online Leave Balance Request form on our website or by phoning us.

What is qualifying service?

Qualifying service is service as an eligible employee of one or more employers.

You accrue long service leave for each week of qualifying service.

Qualifying service does not include certain absences such as unpaid or unauthorised leave.

If you stop being an eligible employee for eight years or more, any service prior to this break period is no longer considered qualifying service. However, if you have already reached eight years' qualifying service when you take a break of eight years or more from the industry, you will retain your prior qualifying service and any untaken leave hours that accrued for service prior to the break.



How is my qualifying service recorded?

Coal LSL relies on the information provided by employers to maintain accurate service history records. We do not have access to employment instruments or an employer's payroll system to validate their reporting accuracy. Incomplete or inaccurate information provided by your employer may prevent Coal LSL from accurately recording your qualifying service, which would affect your leave accrual and/or entitlement.

If you think your service history record may be missing periods of qualifying service, please speak with your employer in the first instance. More information about missing service is provided under Missing Service History.

When can I access my long service leave?

To be entitled to take long service leave, you must complete eight years of qualifying service.

There are exceptions to this timeframe when you cease to be an eligible employee due to redundancy, ill health or retirement.

How do I apply for long service leave?

The leave application and payment process is transacted through your current or most recent employer. The employer must be registered with Coal LSL. Provision is made for your leave to be paid out in cases where an employer is insolvent.

When you're able to apply to take your accrued leave hours, submit your application through an Authorised Contact in your employer's HR or payroll office. Forms are available from our website.

To take long service leave while employed as an eligible employee, submit an In-Service Application to your employer. Your application must cover a single continuous period of at least 14 days. An employer is required to grant leave unless there are reasonable business grounds to refuse a request.

To apply for accrued leave hours for any other reason, submit a Cessation Application to your employer.

Once your application is approved by your employer, they submit your leave application to Coal LSL. Once your accrued leave hours are verified, your employer will pay your approved leave through their usual payroll processes. After you have taken your leave, your employer will claim reimbursement from the Fund.

What happens if my employment changes?

If you **resign or are terminated**, you can ask your employer to pay out your untaken long service leave hours if you have completed at least eight years of qualifying service. If you have not yet accrued eight years of qualifying service, you will not be able to access your leave entitlement. However, if you recommence work as an eligible employee after a break period of less than eight years, your service from prior to the break period will still be considered qualifying service.

If your employment ceases due to redundancy and, at that time, you have at least six years' qualifying service, you can ask your employer to pay out your accrued leave hours.

If your employment ceases for other reasons, such as retirement, ill health or death, other provisions exist to enable early access to payment of your accrued leave hours.

Missing service history

Missing service is any period of qualifying service which is not reflected in your service record held by Coal LSL.

If you think your service history record is missing a period(s) of qualifying service, you should speak with the respective employer for the period(s) in question. If they do not confirm for Coal LSL that the period(s) of missing service is qualifying service then you can ask Coal LSL to conduct a Missing Service Review.

More information about Missing Service Reviews is available on our website.

HOW DO I CONTACT COAL LSL?

If you would like more information about your long service leave, please get in touch with us.

Open hours: 8.30am–5.00pm Monday to Friday (AEST)

Phone: 1300 852 625

Email: query@coallsl.com.au

Postal address: Locked Bag 2021, Newcastle NSW 2300

Website: www.coallsl.com.au