

## COMPLETING A CESSATION APPLICATION

### INTRODUCTION

A Cessation Application must be submitted for an eligible employee requesting their entitlement, who is ceasing to be an eligible employee. For an understanding of the definition of 'cessation' in this document, please see page 2.

The form has two sections that must be completed by your employee and an authorised officer of your organisation respectively. All fields are mandatory.

### EMPLOYEE INFORMATION

Please check that the employee has included:

- Their correct personal details; name in full (no nicknames), date of birth, LSL number, postal address and email address.
- The cessation date which matches your records.
- The cessation code which most accurately describes the reason they are ceasing to be an eligible employee.
- Whether they would like their total hours or specific hours paid.
- Their signature and the date.

### EMPLOYER INFORMATION

Note: Only an **authorised officer** of your organisation may complete this section of the application and submit the form for processing.

- Enter your organisation's name and ID number.
- Enter your preferred return email address.
- Sign and date the employer section of the form.
- Email the completed form to [leave@coallsl.com.au](mailto:leave@coallsl.com.au)

### CANCELLING AN APPLICATION

#### Before reimbursement

If you wish to cancel a Cessation Application and have not yet received a reimbursement, complete the Cancellation Request form and email it to [leave@coallsl.com.au](mailto:leave@coallsl.com.au).

Please use the email subject line 'Cancel Cessation Application'.

#### After reimbursement

If you wish to cancel a Cessation Application and have already received a reimbursement, complete the Cancellation

Request form and email it to [claims@coallsl.com.au](mailto:claims@coallsl.com.au). Please use the email subject line 'Cancel reimbursement'.

### HELPFUL HINTS

#### Cessation codes explained

##### 1. Retirement

Entitlement can be accessed once an eligible employee has reached 60 years of age or over and retires from the industry, regardless of how many years of qualifying service they have recorded.

##### 2. Ill health/incapacity

If an individual stops being an eligible employee due to ill health or incapacity they can access their entitlement, regardless of how many years of qualifying service they have recorded.

##### 3. Death

If an individual is an eligible employee at the time of their death and has recorded any qualifying service, their entitlement can be paid to their estate.

##### 4. Redundancy

If an eligible employee's position is made redundant and they have completed at least six years of qualifying service, they can request that their employer pay them for their long service leave entitlement as a benefit on cessation.

##### 5. Resignation/end of contract

An eligible employee can access their entitlement at resignation or end of contract if they have completed at least eight years of qualifying service.

##### 6. Dismissal

An eligible employee can access their entitlement at dismissal if they have completed at least eight years of qualifying service.

### Authorised officers

Only authorised officers 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 officer completing the Update Contact Details form. This is available on our website under Employer Forms.

## MEANING OF CESSATION

For the purposes of this document, cessation means ceasing to be an eligible employee.

Instances where an employee may cease to be eligible can include leaving the Australian black coal mining industry, retirement, redundancy, death or changing positions into a role which does not fit the definition of an eligible employee.

## CHECKLIST

- THE EMPLOYEE SECTION OF THE FORM IS ACCURATELY COMPLETED. ALL FIELDS ARE COMPLETED.
- THE CESSATION CODE MOST CORRECTLY DESCRIBES THE REASON THE EMPLOYEE IS CEASING TO BE AN ELIGIBLE EMPLOYEE.
- THE EMPLOYEE HAS SIGNED AND DATED THEIR SECTION OF THE FORM.
- THE EMPLOYER SECTION OF THE FORM IS ACCURATELY COMPLETED, SIGNED AND DATED BY AN AUTHORISED OFFICER OF YOUR ORGANISATION. ALL FIELDS ARE COMPLETED.
- THE FORM HAS BEEN SUBMITTED BY A REGISTERED AUTHORISED CONTACT FOR YOUR ORGANISATION TO [LEAVE@COALLSL.COM.AU](mailto:leave@coallsl.com.au).
- THE REMITTANCE INFORMATION HAS BEEN RECEIVED FROM COAL LSL AND SAVED TO COMPLETE AN APPLICATION FOR REIMBURSEMENT.

## SUBMITTING YOUR APPLICATION

An authorised officer of your organisation must submit Cessation Applications via email to [leave@coallsl.com.au](mailto:leave@coallsl.com.au).

For questions, please call 1300 852 625 between 8.30am to 5pm (AEST) Monday to Friday.