

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.

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.

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.

EMPLOYEE DETAILS AND LEAVE HOURS REQUESTED

Please check your employee has included:

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

NOTE:

If your employee does not tick the Employee Acknowledgement box under Section 3 and their cessation information needs to change after you submit their application to Coal LSL, they will be required to submit a Cancellation Request through you then submit a new Cessation Application with the correct details.

If they do tick the box and any changes to their information occurs after you submit their application to Coal LSL, you will only have to submit an Amendment to Leave Application to amend their leave details; your employee will not need to do anything.

EMPLOYER INFORMATION

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

- Enter your company name and Coal LSL issued Employer ID number.
- Sign and date the employer section of the form.
- Enter the preferred email address where you would like the Authorisation Advice to be sent.
- Email the completed form to leave@coallsl.com.au

HELPFUL HINTS

Receiving Authorisation Advice

An Authorisation Advice will be emailed to you after a leave application is processed by Coal LSL. Retain this document because the information will be required to claim reimbursement.

Finding employee LSL numbers

You can find a list of eligible employee LSL numbers that Coal LSL has recorded for your organisation by running an Entitlement Report via the employer self-service portal.

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 a benefit on cessation.

5. Resignation/end of contract

An eligible employee can access their entitlement on 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 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 HAS COMPLETED THEIR DETAILS, HAS SELECTED ONE OPTION FOR HOURS REQUESTED AND INDICATED THE REASON FOR CESSATION.
- 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.

SUBMITTING YOUR APPLICATION

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).