



REDUNDANCY AND LONG SERVICE LEAVE

Am I entitled to access my long service leave if I'm made redundant?

To be entitled to apply for your long service leave when you've been made redundant, you must meet the following criteria:

- be an eligible employee in the Scheme
- have been made redundant by your most recent employer
- have completed at least 6 years of qualifying service in the black coal mining industry

When can I apply for my long service leave if I'm made redundant?

If you're eligible, you need to wait until your employment has officially ended before applying for your long service leave.

How do I apply for long service leave if I'm made redundant?

If you're eligible and your employment has officially ended, you need to submit a long service leave application in writing to the employer that made you redundant.

There are 2 ways you can apply in writing:

- complete the Leave Application Form on our website, tick 'cessation' as the leave type, complete 'section 4' and submit the completed form to the employer
- use any other written format the employer asks you to use

Once your leave is approved by your employer, they will send the application to us. We will then confirm you're eligible and have enough long service leave to cover the time requested. Once confirmed, your employer must pay you within 30 days of the date you submitted your application.

For more information about how to apply, visit coallsl.com.au/employee/entitlement/apply-for-leave.

Do I have to apply for all my accrued long service leave balance?

No, you don't have to apply for your entire long service leave balance. You can choose exactly how many hours of long service leave you want to be paid by specifying the amount on your application. You have the option to claim your entire balance at once or submit multiple applications for smaller amounts, while a balance remains. If you're unsure of your long service leave balance, you can request an update from us before you apply using the online enquiry form at coallsl.com.au/contact.

How is my long service leave payment calculated?

Your long service leave payment is based on the number of hours you're applying for and the hourly rate that applies to you.

What hourly rate applies?

Your employer must pay you at least what you would have received if you had taken long service leave just before you were made redundant.

For non-casual employees, this is your base rate of pay at that time, including any regular incentive payments or bonuses paid at least monthly.

For casual employees:

- If your industrial instrument provides for casual loading, your payment must include your base rate, regular incentive payments or bonuses, and the casual loading.
- If no casual loading applies, you must be paid your ordinary rate, including any regular incentive payments or bonuses.

If your employment contract or enterprise agreement sets a higher rate of pay for long service leave, that higher rate must be used. If you have questions about the hourly rate applied or the payment process, contact your employer first before contacting us.

Will I lose my long service leave record if my balance reaches zero?

No. If your long service leave balance reaches zero, your long service leave record stays in place. If you took long service leave early (after 6 years but before 8 years of qualifying service) and then stop working in the black coal mining industry, you can take a break of up to 8 years. If you return to the industry within that 8 year period, your earlier service will still count towards reaching the 8 year qualifying requirement.

What if I return to the black coal mining industry after accessing this leave?

If you accessed your long service leave early (after 6 years of qualifying service), you'll need to complete the remaining qualifying service needed to reach 8 years in total before you can access any future long service leave entitlements.

We're here to help

For more information, visit our employee resources page at coallsl.com.au/employee or don't hesitate to contact us via the details below.

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