

## COMPLETING AN IN-SERVICE LEAVE APPLICATION

### INTRODUCTION

An In-service Leave Application must be submitted for an eligible employee who is currently employed by your organisation and is requesting to take long service leave.

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.

### 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.
- Is applying for a period of leave which is at least 14 continuous calendar days.
- Has correctly calculated the ordinary hours for the leave period requested. Ordinary hours are the hours an employee would have normally worked during a defined period.

For example: *When calculating ordinary hours, if a public holiday falls within a requested period of leave, the public holiday hours should not be included in the number of ordinary hours.*

See Helpful Hints for more explanation and examples of ordinary hours.

- Has signed and dated their section of the form.

#### NOTE:

If your employee does not tick the Employee Acknowledgement box under Section 3 and their leave 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 In-service Application with the correct details.

If they do tick the box and any changes to their leave 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

NOTE: This section MUST be completed, signed and dated by an Authorised Contact of the 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](mailto: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.

#### Ordinary hours

Ordinary hours are the hours an employee would have normally worked during a defined period. These should be specified in an existing employee agreement or industrial instrument.

If ordinary hours are not specified, the number of ordinary hours to be debited must be agreed upon by both employee and employer.

Example one:

*Jack is a full-time employee whose ordinary hours are 7.5 per day (as per his employment contract). He is applying for 14 continuous days in-service leave. Within those 14 days, there are two weekends and one public holiday. He would be applying for 67.5 ordinary hours (7.5 hours per day x 9 days).*

Example two:

*Lee is a casual who wants to take in-service leave. His*

*ordinary hours have not yet been specified by an industrial instrument or employee contract. Both Lee and his employer have a conversation and agree on what his ordinary hours are for the period of leave he is taking.*

#### **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 AND HAS REQUESTED A MINIMUM PERIOD OF AT LEAST 14 CALENDAR DAYS.
- THE ORDINARY HOURS HAVE BEEN CALCULATED AS PER THE EXISTING EMPLOYMENT AGREEMENT WITH THE 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](mailto:leave@coallsl.com.au)**

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

Note: Forms must be submitted by an authorised contact of an employer. Coal LSL cannot accept forms from employees. The authorised contact email address provided on an application must be registered with Coal LSL.