

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 if you are:

- employed 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.

WHAT IS MY ENTITLEMENT?

Your entitlement and accrual of long service leave depends on your employment status i.e. full-time, part-time or casual.

A full-time employee who completes eight years of qualifying service is entitled to 455 hours (13 weeks) of long service leave.

A part-time or casual employee entitlement accrues at a rate that reflects the number of hours worked each week, up to a maximum of 35 hours.

WHAT IS QUALIFYING SERVICE?

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

You accrue long service leave for each week you are an eligible employee. This means each week you work in the black coal mining industry (as an eligible employee) counts towards your qualifying service.

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

If you stop being an eligible employee for eight continuous years or more, any service prior to this break period is no longer considered as qualifying service.

HOW IS MY QUALIFYING SERVICE RECORDED?

This information is provided by your employer and recorded by Coal LSL.

WHEN CAN I ACCESS MY LONG SERVICE LEAVE?

Eligible employees can access their entitlement after completing eight years of qualifying service within the Australian black coal mining industry.

Exceptions may apply if you cease employment for reasons other than resignation or end of contract.

Please contact Coal LSL if you are unsure about your personal situation.

HOW DO I APPLY FOR LONG SERVICE LEAVE?

If you wish to take long service leave while employed as an eligible employee, you need to submit an 'In-Service' leave application to your employer. Your application must cover a single continuous period of at least 14 days.

The application form can be found on the Coal LSL website.

WHAT HAPPENS IF MY EMPLOYMENT CHANGES?

If you cease to be an eligible employee you can access your long service leave entitlement if you have completed at least eight years of qualifying service as an eligible employee.

If you have not yet accrued eight years of qualifying service, you will not be able to access your long service leave entitlement. However, if you recommence work as an eligible employee with any employer after a break period of less than eight continuous years, your service from prior to the break period will still be considered qualifying service.

If your employment ceases for other reasons, such as redundancy, retirement, ill health or death, other provisions apply to enable access to your long service leave entitlement. Please contact Coal LSL to discuss your personal situation.

HOW DO I CONTACT COAL LSL?

If you would like more information about your long service leave entitlement, 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