



LEAVE APPLICATION FORM

IMPORTANT INFORMATION:

Eligible employees must apply for long service leave in writing to their employer. Use this form only if your employer has not provided a process to apply for leave in writing.

Ensure your email address is correct to receive updates about your leave application. Notifications from Coal LSL will be based on the leave details submitted to us by your employer. If you feel there are discrepancies, speak with your employer first.

1. EMPLOYEE DETAILS

Full name

Date of birth

Mobile

Email

Address

Employee reference ie; LSL Number, Payroll ID, etc.

2. LEAVE TYPE (select one)

☐

In-service (go to part 3)

☐

Cessation (go to part 4)

3. IN-SERVICE REQUEST

(Employee is returning to this employer after taking leave)

Dates requested*

Start date

End date

**Minimum 14 continuous calendar days must be requested*

Hours requested

Number of ordinary hours[^]

[^]Ordinary hours agreed to by employer and employee

4. CESSATION REQUEST

(Employee is no longer working for this employer)

Date employment ended

Hours requested (select one)

☐

Total entitlement

☐

Specific hours

Reason (select one)

☐

01 Retirement

☐

02 Ill Health

☐

04 Redundancy

☐

05 Other

5. EMPLOYEE ACKNOWLEDGEMENT

Employee signature

Date

If you have further questions, please contact our friendly team via your preferred channel:



coallsl.com.au



query@coallsl.com.au



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