



AMENDMENT TO LEAVE APPLICATION

Leave Authorisation Number:

Leave application type: Cessation (Complete section 2) In-service (Complete section 3)

Section 1. Employer and Employee Details

Employer Details	
Employer ID	<input type="text"/>
Company name	<input type="text"/>
Employee Details	
Employee name	<input type="text"/>
LSL Number	<input type="text"/>
Date of birth	<input type="text"/>

Section 2. Cessation Application

Details on original application	Amended details	Reference: cessation codes
Cessation date	Cessation date	01 – Retirement 02 – Ill-Health/Incapacity 03 – Death 04 – Redundancy 05 – Resignation/End of Contract 06 – Dismissal
Cessation code	Cessation code	
Hours requested <input type="checkbox"/> Total entitlement <input type="checkbox"/> Specific hours	State hours as recorded on Leave Authorisation Advice: <input type="text"/>	

Section 3. In-service Application

Details originally supplied on application	Amended details
Commencement date	Commencement date
End date	End date
Hours requested	Amended hours

Section 4. Reimbursement

Amount reimbursed by Coal LSL (leave blank if not yet received) \$

If funds have been reimbursed on this application for which details are being changed, funds may need to be returned to Coal LSL.

Section 5. Declaration and Contact Details

MUST be completed by an Authorised Contact	
Declaration	<input type="checkbox"/> I confirm all details provided on this request are true and correct.
Contact name	<input type="text"/>
Employer email	<input type="text"/>
Contact signature	<input type="text"/> Date

Return email: leave@coallsl.com.au

Privacy Statement

Personal information collected by Coal LSL is protected by the Privacy Act 1988. Our privacy policy is available at www.coallsl.com.au