



AMENDMENT TO LEAVE APPLICATION

1. EMPLOYER AND EMPLOYEE DETAILS

Employer details

Employer ID Company name

Employee details

Employee name LSL number Date of birth

Leave Authorisation number

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

2. CESSATION APPLICATION

Only fill in this section if amending a Cessation application.
Please use details originally supplied on application.

Cessation date Cessation code*

Payroll week start date *Cessation codes we accept are: 01 – Retirement, 02 – Ill Health, 04 – Redundancy and 05 – Other.

Hours requested Total entitlement **OR** Specific hours

Amended details

Cessation date Cessation code*

Payroll week start date *Cessation codes we accept are: 01 – Retirement, 02 – Ill Health, 04 – Redundancy and 05 – Other.

State hours as recorded on Leave Authorisation Advice (to 5 decimal places).

3. IN-SERVICE APPLICATION

Only fill in this section if amending an In-service application.
Please use details originally supplied on application.

Commencement date End date Hours requested

Amended details

Commencement date End date Amended hours

4. REIMBURSEMENT

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

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