



REDUNDANCY AND YOUR LONG SERVICE LEAVE

QUALIFYING FOR PAYMENT OF ACCRUED LEAVE

If you are an eligible employee and you're made redundant, you can apply for payment of your accrued long service leave if you have completed **at least six years** of qualifying service at the date of your redundancy.

To confirm if you are able to apply, contact our friendly Service team on 1300 852 625 from Monday to Friday between 8:30am and 5:00pm (AEST).

APPLYING FOR PAYMENT OF ACCRUED LEAVE

If you qualify to apply for payment of your accrued leave at redundancy, complete a Cessation Application and submit it to your employer. The form is available from our website at www.coallsl.com.au

RECEIVING YOUR LEAVE PAYMENT

Your employer will calculate and make the payment to you for your long service leave.

If you nominate to be paid your accrued leave, you're entitled to be paid as if you had taken the leave immediately before you stopped being employed.

Questions relating to the rate of payment should be directed to your employer.

Your employer is legally obligated to make your payment within 30 days from the date you submit your long service leave application to them.

COMMON QUESTIONS

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 of qualifying service.

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

If you stop being an eligible employee for eight years or more, any service prior to this break period is no longer considered qualifying service. However, if you have already reached eight years' qualifying service when you take a break of eight years or more from the industry, you will retain your prior qualifying service and any untaken leave hours that accrued for service prior to the break.

Can I apply for payment of my leave at a later date?

Yes, you can apply to be paid your accrued leave on or after your redundancy as long as you have not recommenced employment in the black coal mining industry.

Do I have to apply for payment of all of my accrued leave at redundancy?

No, you can specify the number of hours of long service leave you wish to be paid for on your Cessation Application.

Do I need to keep a positive long service leave balance to keep my leave record active?

No, you will retain continuity of service, even with a nil leave accrual balance, as long as you recommence employment in the black coal mining industry as an eligible employee within eight years of your redundancy date.

How long do I have to recommence employment?

You have up to eight years to recommence employment in the black coal mining industry (this is referred to as a break period) to retain continuity of service.

What if I have service which is not recognised by Coal LSL?

If you think your service history record is missing periods of qualifying service, please refer to the Missing Service Review information on our website. Alternatively, you can contact us to discuss this.

FURTHER ENQUIRIES

If you have further questions please email query@coallsl.com.au or call us on **1300 852 625** from Monday to Friday between 8:30am and 5:00pm (AEST or AEDT when in operation).