

REDUNDANCY AND YOUR LEAVE ENTITLEMENT

QUALIFYING FOR LEAVE AT REDUNDANCY

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

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

APPLYING FOR 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. It does not include certain absences such as unpaid or unauthorised leave.

Since 1 January 2000 all service as an eligible employee counts towards your qualifying service unless you stopped being an eligible employee for eight continuous years or more (a break period).

For service prior to 1 January 2000 to count towards your qualifying service it must be continuous service (break periods must be less than 3 months).

Can I apply for leave at a later date?

Yes, you can apply for leave due to redundancy at any date as long as you have not recommenced employment in the black coal mining industry.

Do I have to take all my leave entitlement at redundancy?

No, you can specify the amount of hours you wish to claim on your Cessation Application.

Do I need to leave a certain amount of hours remaining in my entitlement 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).