

COMPLETING A CANCELLATION REQUEST

INTRODUCTION

When an eligible employee's leave plans change after submission of a leave application, a Cancellation Request must be submitted.

The form has two sections that must be completed by your employee and an authorised officer of your organisation respectively. All fields are mandatory.

EMPLOYEE INFORMATION

Please check that the employee:

- Has included their correct personal details; name in full (no nicknames), date of birth and LSL number.
- Has selected the leave application type which matches the original form submitted i.e. in-service leave OR cessation.
- Has entered the dates as stated on the original leave application form.
- Has signed and dated the form.

EMPLOYER INFORMATION

Note: Only an **authorised officer** of your organisation may complete this section of the application and submit the form for processing.

- Enter the leave authorisation number as supplied on the email confirmation (remittance advice) when the original leave application was submitted.
- Enter your organisation's name, ID number and preferred email address.
- Sign and date the form.
- Send the form to the correct email address as specified on the form, depending on whether your organisation has, or has not yet, been reimbursed for the leave period.

HELPFUL HINTS

Authorised officers

Only authorised officers may complete the employer section and submit the application form.

These people are registered with Coal LSL as authorised

contacts for long service leave processing purposes. They are usually in payroll or HR roles in an organisation.

Additional contacts can be added by an existing authorised officer completing the Update Contact Details form. This is available on our website under Employer Forms.

CHECKLIST

- THE EMPLOYEE SECTION OF THE FORM IS ACCURATELY COMPLETED (I.E. ALL DETAILS MATCH THE ORIGINAL LEAVE APPLICATION), SIGNED AND DATED. ALL FIELDS ARE COMPLETED.**
- THE EMPLOYER SECTION OF THE FORM IS ACCURATELY COMPLETED, SIGNED AND DATED BY AN AUTHORISED OFFICER OF YOUR ORGANISATION. ALL FIELDS ARE COMPLETED.**
- THE COMPLETED FORM HAS BEEN SUBMITTED TO THE CORRECT EMAIL ADDRESS, AS STATED ON THE CANCELLATION FORM, ACCORDING TO WHETHER YOUR ORGANISATION HAS OR HAS NOT YET RECEIVED REIMBURSEMENT.**

SUBMITTING YOUR REQUEST

An authorised officer of your organisation must submit Cancellation Requests via email to:

- **leave@coallsl.com.au** if you have **NOT YET** received reimbursement for the leave period.
- **claims@coallsl.com.au** if you have **ALREADY RECEIVED** reimbursement for the leave period.

For questions, please call 1300 852 625 between 8.30am to 5pm (AEST) Monday to Friday.