

COMPLETING AN IN-SERVICE APPLICATION

INTRODUCTION

An In-service Application must be submitted for an eligible employee who is currently employed by your organisation and is requesting to take long service leave.

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

EMPLOYEE INFORMATION

Please check that the employee:

- Has included their correct personal details; name in full (no nicknames), date of birth, LSL number, postal address and email address.
- Is applying for a period of leave which is at least 14 continuous calendar days, including weekends and public holidays.
- Has entered the correct period of leave dates.
- Has correctly calculated the ordinary hours for the leave period requested. Ordinary hours are the hours an employee would have normally worked during a defined period.

For example: *When calculating ordinary hours, if a public holiday falls within a requested period of leave, the public holiday hours should not be included in the number of ordinary hours.*

See Helpful Hints for more explanation and examples of ordinary hours.

- Has signed and dated their section of 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 your organisation's name and ID number.
- Enter your preferred return email address.
- Sign and date the employer section of the form.
- Email the completed form to leave@coallsl.com.au

CANCELLING AN APPLICATION

Before reimbursement

If you wish to cancel an In-service Application and have not yet received a reimbursement, complete the Cancellation Request form and email it to leave@coallsl.com.au.

Please use the email subject line 'Cancel In-service Application'.

After reimbursement

If you wish to cancel an In-service Application and have already received a reimbursement, complete the Cancellation Request form and email it to claims@coallsl.com.au.

Please use the email subject line 'Cancel reimbursement'.

HELPFUL HINTS

Receiving remittance advice

Remittance advice will be emailed to you after a leave application is processed by Coal LSL. Keep this remittance advice because the information will be required to claim reimbursement.

Finding employee LSL numbers

You can find a list of eligible employee LSL numbers that Coal LSL has recorded for your organisation by running an Entitlement Report via the employer login on our website.

Ordinary hours

Ordinary hours are the hours an employee would have normally worked during a defined period. These should be specified in an existing employee agreement or industrial instrument.

If ordinary hours are not specified, the number of ordinary hours to be debited must be agreed upon by both employee and employer.

Example one:

Jack is a full-time employee whose ordinary hours are 7.5 per day (as per his employment contract).

He is applying for 14 continuous days in-service leave. Within those 14 days, there are two weekends and one public holiday.

He would be applying for 67.5 ordinary hours (7.5 hours per day x 9 days).

Example two:

Lee is a casual who wants to take in-service leave. His ordinary hours have not yet been specified by an industrial instrument or employee contract. Both Lee and his employer have a conversation and agree on what his ordinary hours are for the period of leave he is taking.

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 LEAVE PERIODS ON THE FORM ARE FOR A MINIMUM OF 14 CONTINUOUS DAYS.
- THE ORDINARY HOURS HAVE BEEN CALCULATED AS PER THE EXISTING EMPLOYMENT AGREEMENT WITH THE EMPLOYEE.
- THE EMPLOYEE SECTION OF THE FORM HAS BEEN COMPLETED ACCURATELY AND IS SIGNED AND DATED BY THE EMPLOYEE/ APPLICANT.
- THE EMPLOYER SECTION OF THE FORM HAS BEEN COMPLETED ACCURATELY AND IS SIGNED AND DATED BY AN AUTHORISED OFFICER OF YOUR ORGANISATION.
- THE FORM HAS BEEN SUBMITTED TO LEAVE@COALLSL.COM.AU.
- THE REMITTANCE INFORMATION HAS BEEN RECEIVED FROM COAL LSL AND SAVED TO COMPLETE AN APPLICATION FOR REIMBURSEMENT.

SUBMITTING YOUR APPLICATION

An authorised officer of your organisation must submit the In-service Application via email to **leave@coallsl.com.au**.

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