



EMPLOYER FACTSHEET

Summary of Leave Application, Authorisation and Reimbursement Process

1. Employee applies for leave

- Employee completes and signs relevant leave application form (in-service OR cessation) and submits to employer.

2. Employer submits application

- Employer completes and signs their section of the same form and emails to leave@coallsl.com.au.

3. Authorisation of long service leave

- The employer will receive an Authorisation Advice by email detailing the authorised leave.
- If the leave is not approved the employer will be notified via return email.
- Employers should not make payment to the employee without receipt of an authorisation advice.

4. Payment to employee

- The employer calculates and makes payment to the 'eligible employee' for the authorised hours of long service leave entitlement.

5. Employer applies for reimbursement

- The employer applies for reimbursement in respect of the long service leave entitlement paid to the employee by completing the Application for Reimbursement of Long Service Leave form and emailing it to claims@coallsl.com.au.
- By submitting the completed Application for Reimbursement of Long Service Leave the employer is certifying that the details shown on the form are correct and that payment has been made to each 'eligible employee' listed on the form.

6. Reimbursement to employer

- The employer will receive reimbursement to their nominated account within five working days after all correct documentation is received.
- The employer will receive a Long Service Leave Reimbursement Advice by email.

If you have any questions please email query@coallsl.com.au or call us on 1300 852 625 from Monday to Friday between 8.30am and 5pm.

FORM TRANS 17.1