



Long Service Leave Calculation Request Form

Current: January 2018

Replaces: December 2016

QHA's Employment Relations Department staff can undertake a Long Service Leave ("LSL") calculation to provide members with an indication of whether an employee is eligible to take LSL while still employed, or, if on termination, the employee is entitled to a LSL payment – and the value of that payment.

QHA advises that prior to completing this LSL Calculation Request Form, reference should be made to the QHA Long Service Leave Fact Sheet for information about entitlements. For a copy of the Long Service Leave Fact Sheet, visit www.qha.org.au, log in with your QHA website account details, click the Employment Relations link under 'Services' on the drop-down menu tabs, and scroll down to the Fact Sheets tab.

CALCULATION COST*

- Financial QHA Hotel/Venue Members: Free for the first 3 calculations per venue, then \$88.00 per calculation thereafter
- Corporate QHA Members and QHA Partners: \$88.00 per calculation
- Non QHA or Unfinancial Members: \$159.00 per calculation

** price is inclusive of GST*

TERMS AND CONDITIONS

- Calculations will be completed with a two-week period from receipt of the completed request. Where multiple calculations are requested please note that additional time to complete the calculation will be required.
- LSL request forms which are not completed in full or fail to provide accurate information may not provide a true representation of LSL entitlements.
- Where a form has not been completed fully, the two week period commences from when the form is complete.
- An invoice for the calculation (where applicable) will be sent on completion of the calculation.



COMPLETING THE INFORMATION

The following points provide guidance when completing the Calculation Request Form on pages 4 and 5 of this document:

1. All sections of this form must be completed to accurately calculate the LSL entitlement.
2. Provide the reason for the calculation, for example, the employee's service was terminated, or update for employee's accrual entitlement, or the employee resigned their service. Where an employee resigns, state the reason/s given in the resignation, for example illness, moving interstate, acquired other employment, wanted a change.
3. Provide the start date of employment – this refers to when the employee commenced with the Hotel. The commencement date will not be effected where a transmission of business has occurred. All attempts should be made to ensure that the exact starting date provided for the calculation is correct.
4. If the employee status of employment was casual for any period of the employment, please provide a total (in the space provided) of all hours worked by the employee for that period, having regard to:
 - Service prior to 23 June 1990 does not count for casual employees and should not be included in the total of hours.
 - From 23 June 1990 to 30 March 1994, if the casual did not work at least 32 hours in each 4-week employment cycle, continuity of service is broken. Only provide information of the dates from which the employee has worked continuously at least 32 hours per 4-week cycle up to 30 March 1994.
 - For example, an employee has only worked at least 32 hours per every 4-week cycle since 27 March 1993. Immediately prior, there was a 4-week cycle where they worked 21 hours. Given the employee worked at least 32 hours per 4-week cycle, every cycle, since 27 March 1993, the date of commencement to provide on the calculation form is 27 March 1993.



5. The status of the employee (that is full-time, part-time or casual) will affect the calculation, therefore complete any amount of hours per week a part-time employee has worked. If the employee changed employment status at any time during their employment this will need to be noted as a new period of employment. For example, an employee may have started at the Hotel as a casual employee (period 1), and during their employment their status changed to part-time (period 2) and were completing 15 hours per week. Their hours were then changed to 30 hours per week (period 3) whilst their status remained as part-time. The dates of all the periods of employment must be noted.

For Example:

Employment History Details
<p><i>Note: Casual employees have only been eligible since 23 June 1990. The start date and hours must reflect this</i></p> <p>Period 1: Start date: <u>26 / 09 / 1990</u> to <u>30 / 05 / 2000</u> Status: <u>Casual</u> Hrs/wk (if casual total for period) <u>18 054</u></p> <p>Period 2: Start date: <u>31 / 05 / 2000</u> to <u>01 / 12 / 2005</u> Status: <u>Part-time</u> Hrs/wk (if casual total for period) <u>15</u></p> <p>Period 3: Start date: <u>02 / 12 / 2005</u> to <u>15 / 07 / 2009</u> Status: <u>Part-time</u> Hs/wk (if casual total for period) <u>30</u></p>

6. A break in the continuity of employment under the *Industrial Relations Act 2016* is considered to be a break of more than three months. Periods of approved leave without pay, such as parental leave, do not break the continuity of service, however, the period the employee was on the approved leave will not count towards determining the length of qualifying service. A break in the continuity of service will occur when the employee ceases the employment (resigns or is dismissed) and is then re-employed after three months has passed.

7. As LSL is paid at the employee's ordinary rate of pay at the time of taking LSL, or at the termination point, state this current rate of pay - do not include payments made for annual leave or overtime etcetera. Casual rates should include the 25 per cent casual loading.



8. Any amount of LSL already taken by the employee should be expressed on the form.

RETURNING YOUR CALCULATION

If you require any further information or assistance in completing this form please do not hesitate to the Employment Relations Department on (07) 3221 6999.

Completed calculations can be returned to QHA via:

- Facsimile: 07 3221 6649 or
- Email: er@qha.org.au.



Calculation Information

1. Membership Details

Member Name: _____
Hotel: _____ Phone: _____
Email: _____ Fax: _____
Address: _____ Post Code: _____

2. General Details

Applicable Modern Award (for example: *Hospitality Industry (General) Award 2010*) or a Workplace Agreement (for example: Enterprise Agreement)

Name of Award or Agreement: _____

Reason for Calculation (please only select one option)

- Termination by Employer
- Employee LSL accrual entitlement purposes, while still employed.
The date the LSL is to be calculated to: ____ / ____ / ____
- Resignation

For Resignation, what was the reason given: _____

3. Employee Details

Name of Employee: _____ Current Rate of Pay (hr): \$ _____
Please list the ordinary rate of pay here – this will not include any allowances, shift loadings, penalties and overtime. If the employee is casual, do include the applicable casual loading.



4. Details Regarding Casuals

Note: This question applies to an employee who was employed on a casual basis prior to 30 March 1994

Did the casual employee work at least 32 hours in each 4-week period between 23 June 1990 and 30 March 1994?

Yes

No

If not, from what date did they work 32 hours in each 4-week cycle: _____

4. Employment History Details

Note: Casual employees have only been eligible for Long Service Leave since 23 June 1990, subject to section 4 above. If the employee was employed on a casual basis prior to 23 June 1990, do not include these dates or working hours. Only provide information of the date from which the employee has worked continuously at least 32 hours per 4-week cycle up to 30 March 1994. The start date and hours must reflect this.

Period 1:

Employment Status: _____

Employee's ordinary* hours per week: _____ (if casual, total ordinary hours for period)

Start date: ___ / ___ / ___ to ___ / ___ / ___

Any approved breaks in service: ___ / ___ / ___ to ___ / ___ / ___

Any Parental Leave taken: ___ / ___ / ___ to ___ / ___ / ___

LSL already taken: ___ / ___ / ___ to ___ / ___ / ___ AND total LSL hours taken _____

Period 2:

Employment Status: _____

Employee's ordinary* hours per week: _____ (if casual, total ordinary hours for period)

Start date: ___ / ___ / ___ to ___ / ___ / ___

Any approved breaks in service: ___ / ___ / ___ to ___ / ___ / ___

Any Parental Leave taken: ___ / ___ / ___ to ___ / ___ / ___

LSL already taken: ___ / ___ / ___ to ___ / ___ / ___ AND total LSL hours taken _____



Period 3:

Employment Status: _____

Employee's ordinary* hours per week: _____ (if casual, total ordinary hours for period)

Start date: ___ / ___ / ___ to ___ / ___ / ___

Any approved breaks in service: ___ / ___ / ___ to ___ / ___ / ___

Any Parental Leave taken: ___ / ___ / ___ to ___ / ___ / ___

LSL already taken: ___ / ___ / ___ to ___ / ___ / ___ AND total LSL hours taken _____

Please attach further details if necessary.

Note:

**Ordinary hours refers to the employee's ordinary hours of work as per the modern award or workplace agreement applicable to their position; or the hours agreed by the employee and employer as the employee's ordinary hours of work where the employee is award/agreement free. Please note that the Hospitality Industry (General) Award 2010 ('HIGA') was varied in January 2018 to include overtime provisions for casual employees. If a casual employee employed under the HIGA has worked hours since January 2018 which would be classified as overtime hours, do not include these overtime hours when filling out the above details.*

6. Terms and Conditions

I _____ agree to the terms and conditions stated within the form.

Signature: _____ Date: _____

QHA Office Use Only

Membership Confirmed: Y / N

Membership Number: _____

LSL Calculation completed by: _____

Completion Date: _____

Report Sent: Y / N

Invoiced: Y / N