



IMPORTANT

The following explanatory notes are provided for information and should be READ THOROUGHLY before filling out the order form. By completing this form to request a long service leave calculation, you agree to abide by the terms and conditions stated within this form.

The completed form should be returned to: **Email** workplacelrelations@amaq.com.au **Fax** (07) 3856 4727

ALL EMPLOYEES ARE ELIGIBLE FOR A LONG SERVICE LEAVE (LSL) ENTITLEMENT AFTER 10 YEARS OF CONTINUOUS SERVICE IN ACCORDANCE TO THE INDUSTRIAL RELATIONS ACT 2016. AMA QUEENSLAND PROVIDES THE SERVICE OF CALCULATING LSL ACCRUALS FOR ALL EMPLOYEES WITHIN THE PRACTICE.

COMPLETING THE FORM

- 1 All sections of the form must be completed in order to commence the requested LSL Calculation.
- 2 The full name of the doctor requesting the calculation must be included to confirm membership status. Where the doctor is not, or is no longer, a financial member of AMA Queensland, you will be notified. This fee covers one calculation. Further charges based on \$190 (inc GST)* per hour will be incurred for more calculations.
- 3 A descriptive reason for calculation must be provided. This is especially important in cases where the employee has less than 10 years of service (but more than seven years). The reason should specify whether the employee's service was terminated or whether the employee resigned from their employment, and for what reason (e.g. illness, moving interstate, acquired other employment).
- 4 The start date of employment refers to when the employee commenced with the practice regardless of whether there was change of owners/employers during the course of employment. All attempts should be made to ensure the exact start date is provided for the calculation.
- 5 The status of the employee (that is, full-time, part time or casual) may affect the calculation. It is very important to insert the amount of hours per week a part-time employee 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 practice as a casual then changed to part-time 25hrs/wk, then changed to part-time 30hrs/wk, then full-time.

The dates of all the periods of employment must be noted. If there is not enough space provided on the form, please submit a separate sheet listing the relevant periods.
- 6 If the employee was casual for any period of the employment, please provide a sum total (in the space provided) of the hours of service they worked for that period.
 - ▶ Service prior to 23 June 1990 does not count, the exemption being where the Queensland Industrial Relations Commission has made an order granting LSL prior to that date. Ensure the hours worked are counted from this date, not prior.
 - ▶ 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. If this is the case, please provide the date 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 to provide on the calculation form is 27 March 1993.
- 7 AMA Queensland's Workplace Relations Consultancy can undertake a review of time and wages records to determine total hours, as well as eligibility from 23 June 1990 to 30 March 1994. Please contact the Workplace Relations Team for a quote on consultancy services.
- 8 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 maternity leave, do not break continuity of service. However, the period the employee was on leave will not count towards determining the length of qualifying service. A break in continuity of service will occur when the employee ceases the employment (resigns or is dismissed) at the practice for more than three months.

* \$190 is the member rate, \$380 is the non-member rate





- 9** LSL is paid at the ordinary rate of pay, paid to the employee immediately prior to taking the LSL. Please state this rate, but do not include payments made for annual leave or overtime etcetera. Casual rates should include the 25 per cent casual loading.
- 10** To enable accurate calculation, the amount of LSL already granted should be expressed on the form in weeks and days of entitlement. If this is not known, please contact AMA Queensland for further instructions.

TERMS AND CONDITIONS

- 1** Calculations will be completed with a minimum of a two-week period from receipt of the completed request.
- 2** Where information provided is not complete or accurate, or the principal doctor has not signed the request, and AMA Queensland staff require additional information from you, the above two-week period for undertaking the calculation commences once full and complete information has been received by AMA Queensland.
- 3** AMA Queensland does not review time and wages records to calculate total hours worked by a casual. The total hours must be provided, otherwise the request is not considered complete and the calculation cannot commence.
- 4** Where a consultancy agreement has been executed, the person requesting the calculation has committed to payment for the calculation and may be required to make payment prior to the provision of the calculation report/s.
- 5** If all information is not provided to AMA Queensland and we are required to make multiple requests, a fee may be charged.

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 (proceed to point 3.) No (refer to point 6. on the first page of this form) Date of eligibility: _____

EMPLOYMENT HISTORY DETAILS

Note: Casual employees have only been eligible since 23 June 1990. The state date and hours worked must reflect this.

Period 1: Start date ____/____/____ to ____/____/____ Status _____ Hrs / wk (if casual, total for period) _____

Period 2: Start date ____/____/____ to ____/____/____ Status _____ Hrs / wk (if casual, total for period) _____

Period 3: Start date ____/____/____ to ____/____/____ Status _____ Hrs / wk (if casual, total for period) _____

Period 4: Start date ____/____/____ to ____/____/____ Status _____ Hrs / wk (if casual, total for period) _____

If more than 4 periods, please provide on an additional sheet.

GENERAL INFORMATION

Please Note: There is a two to three week turn around period for long service leave calculations.

Any breaks in service: ____/____/____ to ____/____/____ and ____/____/____ to ____/____/____

Any maternity leave: ____/____/____ to ____/____/____ and ____/____/____ to ____/____/____

LSL already taken: ____/____/____ to ____/____/____ and ____/____/____ to ____/____/____

Date LSL to be calculated to: ____/____/____



