

Advice of full-time ordinary LWOP (for more than 5 continuous days)

Notes

Ordinary LWOP

Ordinary LWOP (leave without pay) means a period of leave requested by the member during which the member is not entitled to payment of the member's salary of office, and is not classed as special leave.

An example of ordinary LWOP would be a member taking a holiday (without pay).

Special LWOP

Special LWOP means any leave without pay that is:

- Sick leave.
- Maternity leave or leave for the adoption of a child.
- Leave to undertake union duties for the Police Association of NSW or the PSA.
- Leave declared as 'special' in the Regulations (At the date of printing no such other types of leave had been declared).

Advice of LWOP

Periods of ordinary LWOP exceeding 5 consecutive working days must be advised to Pillar Administration. Such periods do not count as service for calculation of the Basic Benefit entitlement and as such need to be recorded.

Periods of special LWOP do not need to be advised to Pillar, unless they relate to sick leave or maternity leave without pay that is in excess of 2 years.

Use this form ...

- To let us know immediately about any employees who have applied for and been granted more than 5 continuous days of full-time ordinary LWOP.

Don't use this form ...

- For employees taking special LWOP (unless it is maternity leave or sick leave in excess of 2 years).

How should the information be sent in?

You can use this form, or you can extract the information from your database as a paper copy printout.

Where should it be sent?

Send the information to:
Pillar Administration
PO Box 1229
Wollongong DC NSW 2500

Any questions ?

Check your *Employer Easy Reference Guide*, or contact Pillar's Employer help line

Phone: (02) 4253 1426

Fax: (02) 4253 6105

Email:

STC_Employer_Contact@pillar.com.au

