

## Advice of Part-time LWOP

### 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).

#### Part-time LWOP

**Employment:** Contributions are payable at 6% of the part time salary (*salary of office*). The Basic Benefit is reduced.

**Leave taken on a part time basis that is deemed to be *special* and the member continues to receive a salary of Office** is *Special Leave*. Contributions are payable for the whole of leave based on the part time salary. Service accrues on a part time basis. Extended leave at half pay falls into this category. The Basic Benefit remains full time.

**Leave taken on a part time basis that is not deemed to be *special* and the member continues to receive a salary of office** is *Ordinary Leave*. Contributions are payable at 6% of full time salary for first 3 months, then at 6% of part time salary for remainder of leave. Service is credited at full time basis for first 3 months then on a part time basis. The Basic Benefit is reduced.

#### 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

