

## Members taking full-time ordinary LWOP (for more than 5 continuous days)

### Notes for employers

#### Ordinary LWOP

Ordinary LWOP (leave without pay) is leave without pay which is not *prescribed* leave.

Periods of more than 5 days of ordinary LWOP do not count as service when the Basic Benefit entitlement is calculated, so they need to be recorded by Pillar Administration.

#### SASS only

During the month in which the employee's leave begins and the month in which employment recommences, contributory members on LWOP accrue points and are liable to contribute to the scheme.

In the intervening months, neither service nor benefit points accrue, nor is the service recognised for the purposes of scheme membership.

#### Prescribed leave

Prescribed leave is LWOP (leave without pay):

- on approved sick leave,
- for a period during which an employee receives periodic payments under an Act relating to workers' compensation,
- on approved maternity leave,
- to enable an employee to perform union duties (unless you certify that this condition does not apply), (SASS only)
- to enable the employee to perform duties you certify to be in the interest of you or the State,
- on service with the naval, military or air forces of the Commonwealth,
- following your agreement with the employee that they be seconded to the service of another employer.

#### Note: SSS Only

*For the purpose of prescribed leave, the secondment must be to the service of the government of the Commonwealth or another State, or to an employer as constituted under the Superannuation Act 1916 (NSW).*

- in any circumstances approved by the Trustee.

During a period of prescribed leave, contributions are payable at the normal rate, so Basic Benefit entitlements are unaffected.

#### 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 prescribed leave without pay.
- For SSS members taking part-time ordinary leave without pay—record their details on the form SSS 536 *LWOP (part-time or full-time) – member's election*.
- For SASS members taking part-time ordinary leave without pay—record their details on the form STC 222 *Changes in hours worked*.

#### 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:  
State Super  
PO Box 1229  
Wollongong NSW 2500

#### Any questions?

Check your *Employer Easy Reference Guide*, visit our website [www.statesuper.nsw.gov.au](http://www.statesuper.nsw.gov.au) or contact your Employer Relationship Manager on (02) 4253 1426 or via email from our website.

