

Working status changes: part time service, LWOP, suspension (for more than 5 continuous days)

Notes

Use this form...

To advise of any reportable changes in work status such as Leave Without Pay (LWOP) and changes in hours worked (CIHW). Working Status changes must be reported as they occur during a member's service. A review of Working Status also occurs at exit. Please note that salary rate increases are not reportable on this form. Salary updates are captured on annual review dates of 31 Dec and 30 Jun only. Check the NSW Police LWOP guides on the reporting requirements for employees taking LWOP.

Don't use this form...

- For any LWOP that is 5 days or less.
- Secondment Special LWOP such as for Police Association.

Where should it be sent?

Send the information to: PSS_Maintenance@mercer.com

Ordinary LWOP

Ordinary LWOP 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).

- All Periods of ordinary LWOP exceeding 5 consecutive working days must be reported at the time that the LWOP is taken. Such periods do not count as service for calculation of the Basic Benefit entitlement and as such need to be recorded.
- Member contributions are payable at 6% of salary for first 3 months, no member contributions are payable for remainder of leave.
- Service accrual is credited at the full time rate for first 3 months only.

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 780 or email STC_employer@mercer.com

Notes continued

Reportable Special LWOP

Special LWOP 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 classed as special leave. Reportable Special LWOP must be reported at the time that the LWOP is taken. Reportable Special LWOP means periods exceeding 5 consecutive days that is:

- Sick leave.
- Maternity leave or leave for the adoption of a child.
- Leave declared as 'special' in the Regulations (At the date of printing no such other types of leave had been declared).

Service accrues and contributions are payable for the whole period of special leave. (except for Sick, Mat or Adoption over 2 yrs)

Non Reportable Special LWOP

LWOP to undertake secondment such as union duties for the Police Association of NSW or the PSA is classified as special. Service accrues and contributions are payable for the whole period of leave. This type of special LWOP is not reportable.

Special Part time LWOP Service

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 6% of the part time salary. Service accrues on a part time basis. Extended leave half pay falls into this category. The Basic Benefit remains full time.

Ordinary Part time LWOP Service

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 rate for first 3 months then on a part time basis. The Basic Benefit is reduced.

Part time Service

Report all changes in hours worked. Report all changes in hours worked as they occur. Member contributions and service accrual apply at the part time rate.

Suspension

Report when suspension commences and ceases.

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 780 or email STC_employer@mercero.com

Registered number

Member number

Member's Given name

Member's Family name

Completed by

Date (DD-MM-YYYY)

Checked by

Date Checked (DD-MM-YYYY)

Leave Type and Period

Change type	Special LWOP sub-type (Only complete if Change type is Special LWOP)	State date DD/MM/YYYY	End date DD/MM/YYYY	Full time Salary	Part time Salary	Salary Ratio and Comments

Leave Types

Salary Increases: Do not report salary increments. Report working status changes only, such as LWOP and CIHW.

If No Records at NSW Police: Please enter date range and enter 'no records' in comments.

Special LWOP Types: LWOP requested by the member for Sick, Mat., Adoption or Extended Leave Half Pay. Special LWOP for secondment to PA or Union is not reportable.

Ordinary LWOP: LWOP requested by the member which is not Special eg Holiday.

Authorised Leave: LWOP Requested by the member for Raising children - 7 years max.

Suspended: Leave imposed by the employer (may be with or without pay).