

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

Which scheme?

- SASS** Please complete part 1 of this Form
- SSS** Please complete part 2 of this Form

### Notes for employers

#### What is ordinary LWOP?

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

Periods of more than five days of ordinary LWOP do not count as service when the basic benefit entitlement is calculated, so they need to be recorded by Mercer.

#### What is 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
- SASS only — to enable an employee to perform union duties (unless you certify that this condition does not apply)
- 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
- SSS only — 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.**

#### SASS only — Contributions during leave without pay

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.

#### SSS only – Contributions during leave without pay

Employees are required to pay their member contributions (and if applicable, employer contributions) during periods of leave without pay. Contributions to SSS may be deferred in certain circumstances but they cannot be waived. Deferment of contributions while on leave without pay is only permitted in special circumstances such as financial hardship. Satisfactory evidence is required and is subject to approval. Interest is payable on any deferred contributions or contribution arrears.

#### Use this Form...

- To let us know immediately about any employees who have applied for and been granted full-time ordinary LWOP for a period of more than five continuous days (for SSS members the period must also be less than three months).

#### If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email [STC\\_Employer@mercercor.com](mailto:STC_Employer@mercercor.com)

## Notes for employers (continued)

### Do not use this Form...

- For employees taking prescribed leave without pay.
- For SSS members taking full-time ordinary LWOP for a period of more than three months or part-time ordinary leave without pay—record their details on SSS Form 536: *LWOP (part-time or full-time) – member's election*.
- For SASS members taking part-time ordinary leave without pay—record their details on STC Form 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  
GPO Box 2181  
Melbourne VIC 3001

### 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 Support Officer on 1300 142 708 or via email: [STC\\_Employer@mercero.com](mailto:STC_Employer@mercero.com)

### If you need help with this form

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**Part 1 - SASS members taking full-time ordinary LWOP for more than five continuous days**

Employee given names	Employee's family name	Member number	Payroll number	Salary at day prior to leave	Date leave begins	Date work recommences	Remarks

**SASS – Employer Declaration**

Employer code

Employer name

I certify that the particulars given are true and complete.

Name

Signature of authorised officer

Date

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email [STC\\_Employer@mercero.com](mailto:STC_Employer@mercero.com)

**Part 2 – SSS members taking full-time ordinary LWOP for more than five continuous days but less than three months**

Employee given names	Employee's family name	Member number	Payroll number	Salary at day prior to leave	Date leave begins	Date work recommences	Remarks

**SSS – Employer Declaration**

Employer code

Employer name

**I certify that the particulars given are true and complete.**

Name

Signature of authorised officer

Date   /   /

**If you need help with this form**  
 Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email [STC\\_Employer@mercero.com](mailto:STC_Employer@mercero.com)

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