

Form B – Employee seeking portability to another participant employer within *this* LSL Scheme upon termination (not interstate).

This form should be submitted by School Office Admin or School Payroll Officer only, via email to lslofficer@vcea.catholic.edu.au.

This form should only be used if you are electing to transfer untaken long service leave entitlement to a participating Employer in Catholic education in Victoria. If you are seeking payment of your long service leave entitlement upon termination of employment, please complete *Form A- Employee seeking payment of untaken long service leave entitlements upon termination from employer.*

If you are moving interstate, or to another Catholic Diocesan System Authority within Victoria and are seeking to transfer your entitlement, please complete *Form C* (please note, you must check interstate portability provisions with the relevant employers (current employer and future employer) prior to moving interstate due to differing rules applying regarding portability).

Portability to another participant employer within *this* LSL Scheme upon termination of employment

The Catholic Education Long Service Leave Scheme (LSL Scheme) enables the portability of employee long service leave entitlements between participating Employers in Catholic education in Victoria. This benefit enables Employees to elect to transfer their untaken long service leave entitlement to a future participating Employer in Catholic education rather than their entitlements being paid out and not being recognised upon commencing a new role within Catholic education.

The portability of entitlements under the LSL Scheme offers Employees a benefit in which they may elect to transfer their entitlement, prior to or upon termination of employment. An Employee must make an election to either be paid their untaken long service leave entitlement or elect to forgo the payment of the untaken long service leave in favour of transferring their untaken entitlement to a future participant Catholic education Employer within not more than four full school terms after termination of employment.

An Employee must declare through the submission of this form that they are seeking to transfer their entitlement to a participant Employer at the time of termination of employment.

If an employee does not declare at the time of termination of employment that they are seeking to transfer their entitlement to a participant Employer, the entitlement owed to the Employee upon termination of employment must be paid out to the Employee in accordance with the requirements of the *Long Service Leave Act 2018* (LSL Act 2018).

Where an Employee makes a request and commences employment with a participant Employer within a period of not more than four full school terms from the date of the termination of the previous employment, their long service leave entitlement and service will be recognised and transferred to their new employment with a participant Employer.

Where an Employee makes a request to transfer their entitlement but either withdraws their request or does not commence employment with a participant Employer within four full school terms of termination of their employment, the previous Employer will as soon as practicable pay the Employee their untaken long service leave entitlement as at the date of termination of their employment.

Where possible, this form should be submitted at least two weeks prior to the effective date of termination. If this is not possible it must be submitted no later than the date of termination.

I, _____ C No.: _____
(Please print Employee Name)

was until _____

employed at _____ school/college.

1. Please select one of the following:

As from _____, I will be employed by _____
_____ school/college within a participant Catholic education employer in Victoria. **[LSL entitlement may be deferred]** or;

I am electing to forego payment of my long service leave entitlements, as I am seeking employment with another participant Catholic Employer. I understand that if I do not commence employment with another participant Catholic education employer in Victoria within 4 full school terms, following the date of termination of my employment, my entitlement to long service leave will be paid to me as a long service leave termination payment by my former employer retrospectively with effect from the date of termination of employment with my previous Employer. At any stage within the 4 full school terms following termination of employment prior to commencing employment with another participant Catholic education employer in Victoria, you can withdraw your request to transfer your entitlements and your entitlement will be paid as soon as practicable by your previous Employer.

I HEREBY RELEASE AND DISCHARGE my Former Employer from all actions, claims, proceedings and demands of whatsoever nature arising from any amounts which my Former Employer would have been required to pay me under the relevant enterprise agreement covering my employment or the LSL Act 2018 but for my election to forego payment. I acknowledge and accept that I am electing to forego payment in lieu of transferring my entitlement to another participant employer. I hereby indemnify and agree to keep indemnified my Former Employer from all such actions, claims, proceedings or demands.

Dated _____

Signed: _____