

**Form C – Employee seeking portability Interstate or to another Catholic Diocesan System Authority within Victoria.**

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Within two (2) full school terms of commencing employment with the New Employer, the Employee must complete Part One of this form.

The New Employer then completes Part Two, and emails the form to:

Long Service Leave Officer      [lslofficer@vcea.catholic.edu.au](mailto:lslofficer@vcea.catholic.edu.au)

**This form should only be used if you are seeking to transfer an untaken long service leave entitlement to a future interstate employer or another Catholic Diocesan System Authority within Victoria.**

**If you are electing to transfer your entitlement to another participating Employer within *this* LSL Scheme, please use Form B - Employee seeking portability to another participant employer within *this* LSL Scheme upon termination (not interstate).**

**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.***

## **Portability interstate or to another Catholic Diocesan System Authority upon termination of employment**

The Catholic Education Long Service Leave Scheme (LSL Scheme) in accordance with the National Catholic Education Commission Interstate Portability Agreement enables the portability of employee long service leave entitlements between participating Catholic employers.

This benefit enables Employees to elect to transfer their untaken long service leave entitlement to a future participating interstate Catholic education employer or another Catholic Diocesan System Authority within Victoria rather than their entitlements being paid out and not being recognised upon commencing a new role within Catholic education that is not administered by this LSL Scheme.

An Employee must declare through the submission of this form that they are seeking to transfer their entitlement to a participating interstate Catholic education employer or another Catholic Diocesan System Authority within Victoria 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 participating interstate Catholic education employer or another Catholic Diocesan System Authority within Victoria, 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).

Not all Catholic employers are a party to the National Catholic Education Commission Interstate Portability Agreement and therefore employees are required to verify with both their current employer and future employer regarding the possibility of interstate portability prior to terminating and commencing employment in another state.

**PART ONE (to be completed by the employee)**

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

was/will be until \_\_\_\_\_

employed at \_\_\_\_\_ school/college.

As from, \_\_\_\_\_, I will be employed by

\_\_\_\_\_ school/college.

(New Employer)

\_\_\_\_\_

(Location)

I HEREBY AGREE AND DECLARE that all amounts of long service leave which may be due to me pursuant to the provisions of the relevant enterprise agreement covering my employment or the LSL Act 2018 are to be remitted to my new employer and I AUTHORISE AND DIRECT my former employer to remit such amounts to my new employer.

I ACKNOWLEDGE AND ACCEPT that no long service leave shall be given to me, or payment made in lieu thereof until such time as I become entitled to the said leave or payment by virtue of the provisions of the relevant Industrial Agreement or Award or the Act or as agreed between the New Employer and myself.

*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 this \_\_\_\_\_

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

**PART TWO (to be completed by the New Employer)**

I, \_\_\_\_\_ for and on behalf of

\_\_\_\_\_  
(New Employer)

\_\_\_\_\_  
(Location)

with full authority to act on behalf of the New Employer in this regard, in consideration of the individual agreeing to employment by the New Employer and in consideration of the payment of the New Employer of the Long Service Leave Payments in respect of the New Employee do hereby AGREE and UNDERTAKE to give the New Employee any Long Service Leave, (or payments in lieu of Long Service Leave) which he/she may be entitled under the Award, the Act and the Agreement, notwithstanding that the New Employer may no longer be a party to the Agreement at the time such leave or payment becomes due.

Dated this \_\_\_\_\_

\_\_\_\_\_  
For and on Behalf of the New Employer