

Schools and Sections may request reimbursement from central funds for costs associated with replacing a staff member on long service leave for A funded positions. A minimum leave period of one week applies. Options for replacing a staff member on long service leave may include a short term contract, secondment, higher duties allowance or casual appointment. Advice about replacing a staff member should be sought from the Division of Human Resources. This claim should be submitted after the replacement costs have been incurred.

PART A – EMPLOYEE DETAILS

Name: _____ General Position _____
Academic Position _____

Position Number: _____ Employee Number: _____ Position Level & Step: _____

School/Section: _____ Employment Fraction: _____

PART B – LONG SERVICE LEAVE BOOKING

From: _____ To: _____

Arrangements for replacement outlined below:

Name of Replacement	Arrangement (eg casual, HDA)	Salary plus oncosts

Claim for Reimbursement \$ _____

Note: the amount of reimbursement will be the lesser of replacement cost or long service leave amount paid to the staff member.

PART C – ARRANGEMENTS FOR REIMBURSEMENT

To (School/Section/Account):	Fund		Orgn		Acct	119X (Academic) 139X (General)
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_____ Budget Manager _____ Signature _____ Date

SUBMIT TO FINANCE

PART D – FINANCE USE ONLY

LSL arrangements verified Yes No

LSL Amount paid (incl oncosts)	
Replacement amount paid (Incl Oncosts)	
Amount to be credited	

Remuneration Officer

Finance Review Committee Approval
Number