

Long service leave employer approval form

Contract cleaning and security



This form is required for workers in the contract cleaning and security industry taking long service leave under the Portable Long Service Benefits Scheme. Workers must receive approval from their employer to take leave before applying to the Authority for payment of long service leave benefit.

Employers must not unreasonably refuse a worker's request to take long service leave.

Information on this form is collected under the *Privacy and Data Protection Act 2014*. You must read our privacy statement before completing this form: <https://www.plsa.vic.gov.au/about-the-portable-long-service-authority/privacy-policy>

Section 1 – Select long service leave scheme

☐ Contract cleaning

☐ Security

Section 2 – Applicant's details

Full name:

Worker ID:

Period of leave

From:

To:

Section 3 – Employer to complete

Business name:

Employer ID:

Approval (tick all that apply):

☐ Approved

☐ Not approved

☐ Reason for refusal (if applicable)

Name of manager/supervisor:

Contact number:

Email address:

Section 4 – Acknowledgement

I acknowledge that:

- ☐ the above-named worker is taking long service leave on the specified dates and will not be performing any work during this period.
- ☐ there are no outstanding employer reimbursement claims related to long service leave payments under another law or instrument made directly to this worker for the specified period in this form.
- ☐ if this leave request is refused, the worker may apply to the Authority for a determination. You will be notified of the application and invited to provide a written submission.
- ☐ if this leave request is approved, the worker may apply to the Authority for payment of long service leave benefit for the approved period.

Signature of manager/supervisor:

Name

____/____/____

Date