

Long service leave request for assistance form

Claimant details and acknowledgement (person making complaint)			
First name		Last name	
Residential address		Postal address	
Daytime phone		Home phone	
Mobile		Email	
<p>I request the Office of the Commissioner for Public Employment (OCPE) to investigate any entitlements I may have under the <i>Northern Territory Long Service Leave Act 1981</i> ('the Act') whilst I was employed by the employer as outlined in Section 2 of this form.</p> <p>I acknowledge that the findings of this investigation is only to determine the OCPE's view of my long service leave entitlements, it is not to provide any directions or deliver any rulings. If I wish to pursue further, I am responsible for either lodging a small claim with the Northern Territory Civil and Administrative Tribunal or the engagement of a lawyer.</p>			Y/N
Employer details			
Employer trading name			
Employer ABN or ACN			
Street address		Postal address	
Name of manager		Daytime phone	
Mobile		Email	
Employment details			
The job title of the last or current position held with this employer			
Brief description of duties done while in position			
Date started		Date finished (if applicable)	

Did you have a written contract of employment? If yes, attach copy					Yes/No		Don't know		
Did you keep a record of the hours you worked? If yes, attach a copy					Yes/No		Don't know		
Your employment status. Mark with an 'X' which applies		Full-time		Part-time		Casual basis			
How many hours per week did you work? Not including overtime									
What is/was your gross wage?									
How frequently were you paid? Mark with an 'X' which applies		Weekly		Fortnightly		Monthly		Other	
Did you have any period(s) of leave/absence which was unpaid? If yes, provide dates below								Yes/No	
Did you have any period(s) of absence due to workers compensation? If yes, provide dates below								Yes/No	
Do you have any statement of earnings/pay slips/time sheets? If yes, please attach copies								Yes/No	
Who terminated your employment? Mark with an 'X' which applies					You		Your employer		
Was notice given?								Yes/No	
What reason was given for the termination of your employment?									
Have you taken any period(s) long service before terminating your employment? If yes, please provide dates					Yes/No		Don't know		
Have you received any payments of long service leave upon finishing your employment? If yes, please attach a copy of your final pay slip if you have one and any other details regarding payments you have received for long service leave					Yes/No		Don't know		
Are you covered by an award that was in operation before 1 January 2010 that covered your employment and that may provide for long service leave?					Yes/No		Don't know		
If yes, which award? Attach a copy.									

Employment details			
Are you covered by an enterprise bargaining agreement, collective agreement, union collective agreement, Australian workplace agreement, or an individual transitional employment agreement that came into operation before 1 January 2010 and continues to cover your employment that provides for long service leave?		Yes/No	Don't know
If yes, which agreement? Attach a copy.			
Other comments/information. If more space is needed, attach as a separate document			
Authorisation to investigate complaint			
<p>I certify that the details I have provided are correct to the best of my knowledge.</p> <p>I further authorise the Office of the Commissioner for Public Employment to release any of the above information and any information they gather in the course of their investigation to a person or persons they consider relevant to this matter.</p>			
Signature		Date	
Witness details			
First name		Last name	
Signature		Date	

Collection notice

When collecting personal information, you must include a collection notice here.

This helps you meet your obligations under the Information Privacy Principles (IPPs) in the *Information Act 2002*¹. Read more on NTG Central².

Further information

Email your completed form to enquiries.ocpe@nt.gov.au

¹ <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>

² <https://ntgcentral.nt.gov.au/forms-collection-notice>