

Application to Make Member Contributions While on Leave Without Pay

Contributions while on leave without pay

If you are an NTGPASS member who is on leave without pay, you are required to continue making contributions to your NTGPASS accumulation account for the first 14 days of that leave. Where that leave will exceed 14 days, and you wish to continue making member contributions, you need to seek approval from the Commissioner of Superannuation.

Where the type of leave without pay is an “approved period of leave without pay”, the Commissioner can approve you making contributions for any period. However, if the leave without pay is not an “approved period of leave without pay”, then the Commissioner can only approve you making contributions for a maximum of three months.

Note: If you continue to make contributions and they have not been approved by the Commissioner, you will not accrue benefit points and the contributions may be returned to you.

What is an “approved period of leave without pay”?

An “approved period of leave without pay” is:

- a period of leave without pay during which the member receives periodic payments under an Act relating to workers' compensation, including the *Workers Rehabilitation and Compensation Act (NT)*;
- sick leave without pay;
- maternity leave without pay, (this is different to parental leave, and is only available to female employees);
- any other period of leave without pay approved by the Commissioner, including where a member is seconded to an employer not covered by NTGPASS.

Making contributions if Commissioner gives approval

If the Commissioner approves your request to continue making contributions to your NTGPASS accumulation account during a period of leave without pay which exceeds 14 days, those contributions may be paid in advance, in regular payments during the leave, or in arrears immediately upon return to paid work. If you wish to contribute directly to your account during the period of leave, please contact the Superannuation Office for further information.

Documentation required in support of your application

In **all** cases you will need to provide the Commissioner with a written explanation of the reasons for the leave.

If the leave is requested as part of a secondment to an employer who is not covered by NTGPASS, you will also need to provide:

- a letter from your employing agency stating that the secondment has received their approval, including reasons and time-frame; and
- a letter from your secondment employer in which they provide their commitment to pay the employer contribution that will accrue under NTGPASS during the period or leave.

Privacy waiver

In considering your application, the Commissioner may require information from third parties regarding your circumstances. The Commissioner may also need to advise third parties of the decision made on your application. The application form contains authorisations to the Commissioner to obtain information and advise others of the decision on your application.

Disclaimer

The information made available in this form is provided as a guide only and has been prepared without taking into account your personal circumstances, financial objectives and needs. You should consider any information on this form in light of your personal circumstances. You may wish to consult a licensed financial planner.

The Commissioner of Superannuation and the Northern Territory of Australia accept no responsibility for any losses arising from any use or reliance upon the information or conclusions reached using the information.

Application to Make Member Contributions While on Leave Without Pay

Full Name			
Residential Address			
Postal Address			
Email		Phone	
Member No (AGS)		Mobile	
Date of Birth			

Request for approval to contribute

I request approval from the Commissioner of Superannuation to make contributions to my NTPGASS accumulation account while on the leave without pay as described below.

Leave Details

Leave Type (tick appropriate type):

- Workers' compensation leave
- Maternity leave without pay
- Sick leave without pay
- Leave without pay requiring approval of the Commissioner of Superannuation (e.g. secondment)
- Leave without pay that is not an "approved period of leave without pay" (refer to the cover sheet of this form)

Leave Commencement Date

Proposed Leave End Date

Supporting information and documents

- I have attached a written explanation of the reasons for my leave without pay.
- If the leave is requested as part of a secondment to a non-NTGPASS employer, I have also attached both:
- a letter from my employing agency stating that the secondment has received their approval, including reasons and time-frame; and
- a letter from my secondment employer in which they provide their commitment to pay the employer contribution that will accrue under NTGPASS during the leave period.

Authority to obtain information and documents

By signing this application I hereby authorise the Commissioner of Superannuation to:

- make such inquiries as they deem necessary in considering this application; and
- advise other persons or bodies of the Commissioner's decision in relation to this application.

MEMBER SIGNATURE _____

DATE _____

OFFICE USE ONLY

APPROVED / NOT APPROVED

DELEGATED OFFICER _____

DATE _____