



Australian Government
Department of Social Services

PRIOR SERVICE KIT ACKNOWLEDGEMENT

Recognition of prior service for Long Service Leave

Under the *Long Service Leave (Commonwealth Employees) Act 1976*, service with the following employers is recognised for Long Service Leave purposes:

- Australian Public Service agencies
- ACT Government Agencies
- State Government Agencies – including councils
- Educational institutions such as the Australian National University.

Questions relating to whether prior service with a particular agency / employers not listed above will count for Long Service Leave purposes should be directed to the Pay and Conditions Section People Branch.

Prior Service with approved agencies is only recognised where there is less than a 12 month break between service with approved employers.

Recognition of prior service for Personal Leave

The [DSS Enterprise Agreement 2015 to 2018](#) ('the EA') allows recognition of prior service for personal leave purposes only where there is no break in service between **approved employers**. Please see Part 6 Portability of Leave in the EA for more detail regarding approved employers.

Completion of the kit and requests for recognition of prior service for long service leave and personal leave purposes to other Agencies/Departments are the responsibility of the employee.

Acknowledgement

I acknowledge receipt of the attached DSS Prior Service Kit and declare that (please tick ONE of the following options that is appropriate for your circumstance):

<input type="checkbox"/>	I do not have outstanding Prior Service to be recognised
<input type="checkbox"/>	I have transferred to DSS from another Commonwealth Government Department with no break in service (reassignment/promotion) (Employees who have transferred or are promoted from another Commonwealth Government Department are not required to complete the ' Details of Service for long service and personal (sick) leave purposes ' form at page four).
<input type="checkbox"/>	I have outstanding Prior Service to be recognised and I have/will send the prior service pack to the following agency/department for action (please complete pages three to five): Agency/Department: _____ HR contact details at previous agency: _____

Print name	
Signature	
Date	



Information for employees - Recognition of prior service

Employees wishing to have prior service recognised are required to contact previous employers to gain details of their past employment. An explanation of the prior service provisions and the process are outlined below.

Employees who have transferred or are promoted from another Commonwealth Government Department where there is no break in service are not required to complete this form.

If you have had previous employment with either another Commonwealth Government Department, State Government Department or a recognised Government Business Enterprise (GBE) you *may* be eligible to have this employment recognised as service for long service leave purposes in accordance with the provisions of the *Long Service Leave Act 1976*.

The period/s would be eligible for consideration as prior service for **long service leave** purposes provided that any break in service between previous employment and commencement at the Department of Social Services (DSS) or relevant Employment Agency is **less than 12 months**.

What you need to do

Complete the "Details of Service for Long Service Leave and Personal (Sick) Leave Purposes" form (page four & five) and send with the 'Information for Employer' letter (page 3) to the Personnel area of your previous Department/employer for completion.

When the completed form is returned by your previous Department/employer, return to DSS Pay and Conditions Section:

HRServiceDesk@dss.gov.au

GPO Box 9820, Canberra ACT 2601.

If previous Department/employer cannot provide details required please contact DSS Pay and Conditions Section:

HRServiceDesk@dss.gov.au

GPO Box 9820, Canberra ACT 2601.

What DSS Pay and Conditions Section will do

On receipt of completed forms all information will be checked/ validated.

The Delegate will consider whether prior service will be recognised for long service leave and personal leave purposes.

New long service leave and personal leave credit and accrual dates will be calculated and advised to you.



Australian Government
Department of Social Services

Personnel/HR Areas
Government Departments
State Governments
Government Business Enterprises

PO Box 9820
Canberra ACT 2610
TTY 1800 260 402

Information for employers – Recognition of prior service

Department of Social Services (DSS) employees are required to send the attached form to previous employers to gain details of any employment for prior service purposes. Once completed by you (the previous employer) the form should be returned to the employee requesting the details. The employee will then forward the details to the Pay and Conditions Section for consideration.

Leave without pay not to count as service / unauthorised leave without pay

All periods of leave without pay must be recorded on the form as a total of days and whether it counts for service or not.

Should you have any enquiries regarding the above, please email HRServiceDesk@dss.gov.au.



Details of service for long service and personal (sick) leave purposes

Former Employer Details:

Name:	
Address:	
Contact name	
Phone number	

Employee Details:

Name:	
Date of Birth:	

Full Time Service (please attach copy of service history records)

Date Commenced continuous full time service:	
Date ceasing or ceased full time service:	

Details of any periods of full time prior service recognised by the above employer and periods of leave without pay during recognised prior service.

Reason for ceasing full time service:	
Position occupied on ceasing duty:	

Remuneration was by way of:	Salary	Wages	Fees	Allowances	Commission	
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Total period of leave without pay not counting as service during full time service in respect of:

Sick Leave purposes:	Years		Months		Days	
Long Service Leave purposes:	Years		Months		Days	

Total period of sick leave granted during full time service:

On full pay:	Days		Hours		Minutes	
On full pay:	Days		Hours		Minutes	
Paid in lieu:	Days		Hours		Minutes	
Sick Leave(Personal Leave) Balance on Cessation	Days		Hours		Minutes	

Last Accrual Date:	
Rate of accrual: (eg annual/monthly/daily)	

Total period of long service leave granted or paid in lieu (and/or marriage allowance) in respect of full time service (including gratuity payments based on length of service made the Commonwealth Banking Corporation and Reserve Bank):

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Details of any periods of national service:	
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Department of Social Services

Part Time Service (please attach copy of service history records)

Date Commenced continuous part time service:	
Date ceasing or ceased part time service:	

Details of any periods of part time prior service recognised by the above employer and periods of leave without pay during recognised prior service.

Reason for ceasing part time service:	
Position occupied on ceasing duty:	

Remuneration was by way of:	Salary	Wages	Fees	Allowances	Commission	
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Weekly hours worked during part time service:	
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Total period of leave without pay not counting as service during part time service in respect of:

Sick Leave purposes:	Years		Months		Days	
Long Service Leave purposes:	Years		Months		Days	

Total period of sick leave granted during part time service:

On full pay:	Days		Hours		Minutes	
On full pay:	Days		Hours		Minutes	
Paid in lieu:	Days		Hours		Minutes	

Sick Leave (Personal Leave) Balance on Cessation	Days		Hours		Minutes	
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Last Accrual Date:	
Rate of accrual: (eg annual/monthly/daily)	

Total period of long service leave granted or paid in lieu (and/or marriage allowance) in respect of part time service (including gratuity payments based on length of service made the Commonwealth Banking Corporation and Reserve Bank):

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Details of any periods of national service:	
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The above details are certified as correct:

Name:	
Position:	
Telephone:	
Date:	