



Termination Pay Long Service Leave Calculation Request Form

The MTA provides a free of charge payroll service for calculating annual leave. This calculation **can take up to 2 business days**. Incorrect information may lead to a delay and render your calculation inaccurate. Please ring MTA Employment Relations on 02 9016 9000 if you need to confirm the relevant information. The results will either be faxed or emailed to you (as preferred). If you are a subscriber of ERIS, you can complete these calculations yourself (if you wish). The Annual Leave Calculator can be found within the payroll section of ERIS (www.eris.com.au)

EMPLOYEE DETAILS:

Employee name:	<input type="text"/>	Start Date	<input type="text"/>	Finish Date	<input type="text"/>	
Employee Occupation	<input type="text"/>	Please Select (Employment Status)	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	
Reason for Calculation	<input type="checkbox"/> Resigned for Medical Illness/Injury	<input type="checkbox"/> Resigned for Domestic Pressing Necessity	<input type="checkbox"/> Resigned for other reasons	<input type="checkbox"/> Terminated for serious and willful misconduct	<input type="checkbox"/> Position was made redundant	<input type="checkbox"/> Terminated for Other reasons

Employees' covered by the Federal LSL Award 1977

Include the employee's actual ordinary weekly rate of pay but exclude overtime, penalty rates and allowances (e.g. tool allowance)

Where the actual rate of pay varies because of commission, bonus or other incentive payments, include a weekly average of the rate of pay (inclusive of the ordinary rate of pay) for the previous 3 month period

Employees' covered by the NSW LSL Act 1955

Include the employees weekly ordinary rate of pay fixed by the employees terms of employment but exclude overtime, penalty payments and shift work allowances, or, where the ordinary rate of pay has varied or reduced, include an average of the weekly ordinary rate of pay over the previous 5 years, whichever is the greater.

Where the actual rate of pay varies because of commission, bonus or other incentive payments, include a weekly average of the actual rate of pay (inclusive of the ordinary rate of pay) for the previous 12 months or 5 years whichever is the greater.

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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EMPLOYER/COMPANY DETAILS:

Contact person (for return fax) Return fax number or email address	<input type="text"/>	Company Name	<input type="text"/>
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PRIOR LEAVE DETAILS:

Please advise (in hours or weeks) any time the employee has had off on unpaid leave (e.g. parental leave)	<input type="text"/>
Please enter any LSL the employee has taken in hours or weeks	<input type="text"/>

Please return this form to
eradvice@mtansw.com.au or fax it to 02 9016 9099

214 Parramatta Road Burwood, NSW, 2134 | Ph: (02) 9016 9000 | Fax: (02) 9016 9099
Postal address: PO Box 715 Burwood 1805
ABN 63 000 008 088 | www.mtansw.com.au