

Request for Recognition of Prior Service

Knowledge Base: [KB0017663](#)

Recognition of Prior Service Application Process:

The University will recognise prior service for the purposes of Long Service leave and Personal leave entitlements, if an employee commences employment with the University on a non-casual basis immediately after a period of employment with a "relevant public institution" (as defined below). The University will recognise prior employment with a relevant public institution as follows:

- Australian Higher Education institutions
- TAFE Providers
- LTSU
- Public Hospitals
- Public Service of the State of Victoria or Commonwealth including their instrumentalities and bodies with which these entities have reciprocal arrangements.

Recognition may also apply when:

- prior casual service with other institutions if agreed at the time of the Employee's appointment (and included in the Employee's contract of employment)
- there is no break in service exceeding twelve (12) continuous months;

Timeframe for applications:

- the employee must make any claim for recognition of prior service within twelve (12) months of being first employed by the University

Note: Where the Employee's prior service involves periods of part-time or casual service, the entitlement shall be calculated on a pro rata basis.

Application:

Please provide the attached form (Request for Recognition of Prior Service) to your previous employer as soon as possible after commencement. Once the form is completed and returned to you, please lodge it through [AskHR](#), alternatively hrassist@latrobe.edu.au. This form must be lodged within the mandatory 12 month period.

Contact:

HR Assist: 03 9479 1234

Request for Recognition of Prior Service

 Knowledge Base: [KB0017663](#)

 If you have any queries regarding this request please log a query via [AskHR](#), alternatively contact HR Assist on 03 9479 1234

Section 1 PERSONAL DETAILS

Employee to complete.

Title:	Family Name:	Preferred Name:
Date of Birth:	Former Employer Staff No:	La Trobe Staff No:

Submit to your former employer to complete.

Section 2 FORMER EMPLOYMENT DETAILS

Former Employer to complete.

Name of Organisation:			
Australian Higher Education institution	Yes	No	
TAFE Provider	Yes	No	
La Trobe Student Union	Yes	No	
Public Hospital	Yes	No	
Public Service of the State of Victoria or Commonwealth including their instrumentalities and bodies with which these entities have reciprocal arrangements.	Yes	No	
Date continuous employment commenced:	Date Employment Ceased:		
Reason for ceasing employment:			
Service Recognised for LSL Purposes			Leave without Pay (not to count as service)
Start Date	End Date	Time Fraction %	Start Date
			End Date
Entitlement Balances:			
Sick leave balance on termination (hours):			
Was the employee paid out Long Service Leave at time of Termination?	Yes	No	
Would your organisation recognise prior service with La Trobe University?	Yes	No	
Did you accept transfer of long service credits from other organisations? Please provide details of the organisations and service recognised in the table below	Yes	No	
Name of Organisation Recognised	Start Date	End Date	Time Fraction %
Was LSL paid out by the recognised previous organisation on termination?	Yes	No	

Section 3 CONTACT DETAILS

Name:	Contact Number:	Position Title:
Signature:	Date:	Email:

 To be forwarded back to the employee who should then lodge via [AskHR](#).