

**Contact Details**

Member Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Preferred Phone No: \_\_\_\_\_

Would you like us to liaise with an alternate contact person (e.g. Practice Manager)?

Contact Name: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Preferred Phone No: \_\_\_\_\_

**Employee Service Information**

Employee Name: \_\_\_\_\_ Employee's Start Date: \_\_\_\_\_

Reason for Calculation: For planning/accrual purposes  Date of calculation: \_\_\_\_\_  
 (select one) Employee planning to take LSL  Date of leave: \_\_\_\_\_  
 Ending employment  Date of termination: \_\_\_\_\_

Has the employee had any breaks in employment that exceeded 2 months (per break) or any periods of unpaid leave?

NO   
 YES  If yes, please complete details of these breaks below.

Break 1 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

Break 2 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

Has the employee already taken any long service leave?

NO   
 YES  If yes, how many weeks? \_\_\_\_\_ weeks (e.g. 4.66 weeks)

**Employee Pay Information**

How is the employee remunerated as per their contract of employment? (select one)

Hourly Rate  \$ \_\_\_\_\_ per hour pre-tax ordinary rate, excluding super  
 Annual Salary  \$ \_\_\_\_\_ per annum pre-tax, excluding super

Does the employee have regular hours of work (excluding overtime/occasional additional hours)?

YES  If yes, how many? \_\_\_\_\_ hours per week  
 NO  If no, in the 12 months immediately prior to this calculation, what was the employees' average weekly earnings?  
 \$ \_\_\_\_\_ per week pre-tax, excluding super

In the 5 years immediately prior to this calculation, what was the employees average weekly earnings?

\$ \_\_\_\_\_ per week pre-tax, excluding super

Has the employee received any other payments or benefits (e.g. commissions or bonuses) in the last 5 years?

NO   
 YES  If yes, what is the total dollar amount received? \$ \_\_\_\_\_

To calculate our estimate, we rely on the accuracy of the information you provide in this form. If you would like further clarification or assistance completing the form, please do not hesitate to contact our Workplace Relations Team via email [workplace@amansw.com.au](mailto:workplace@amansw.com.au) or by calling 02 9439 8822.