

RECOGNITION OF PRIOR SERVICE

What is considered prior service?

Prior service refers to previous employment with an eligible employer and may be recognised for the purposes of service and long service leave accrual. If an employee has a personal leave balance from a previous employer, this may also be considered by the Office as part of an application to recognise prior service.

Where service is recognised, an employees' service history record and leave accrual dates will be updated. If an employee has not reached 10 years of service, the approved prior service will be added to the qualifying period for long service leave. However, if an employee has reached the qualifying period, the approved prior service will lead to an adjustment of the employees' credit balance.

Prior service for long service leave purposes, may not be recognised, where a break in service between eligible employers exceeds 12 months. Any long service leave taken or paid out during previous periods of eligible service, will be reflected when balances are re-calculated.

For the recognition of personal leave, a continuity of service is required. This is covered under Portability of Leave, in section 64 of the *Office of the Commonwealth Ombudsman Enterprise Agreement 2017-2020*.

Who is an eligible employer?

Eligible service is determined in section 10 of the *Long Service Leave Act (Commonwealth Employees) Act 1976* and may include service undertaken in:

- Commonwealth Government
- State and/or Territory Government
- Local Government/Authorities
- Australian Federal Police (AFP)
- Defence Force
- Other organisations prescribed in the *Long Service Leave (Commonwealth Employees) Regulation 2006*

How do I get my prior service recognised?

Employees have responsibility to obtain all information related to their prior service and should undertake the following:

- Provide the **Recognition of Prior Service Form** to their previous employer/s to complete and verify their prior service details. A separate form will need to be sent to each employer.
- Collate and send all evidence of prior service to the [Shared Services Support](#) for a recognition of prior service request to be considered.

Note: Where the prior service request is ambiguous and requires additional consideration, the CN Support Centre may provide a copy of the request to the Director of Human Resources, for approval.

RECOGNITION OF PRIOR SERVICE FORM

Once your form has been completed, attach supporting documentation and send to sharedservicesupport@industry.gov.au for consideration.

Employee Details			
Full Name:		AGS/Employee Number:	
Previous Employer Details			
Name of Organisation:			
Address:			
Total Period of Employment			
FROM:		TO:	
Prior Service History			
FULL-TIME SERVICE <i>(Detail all periods of full time service. Please attach a copy of leave and service history records)</i>			
From	To	Weekly Full Time Hours	
Impacts to Service			
<i>(Detail all breaks in service, leave without pay NTCAS and/or unauthorised absences)</i>			
From	To	Type	Calendar Days
Long Service Leave (LSL) Takings			
<i>(Detail all full-time LSL takings and any paid-out LSL)</i>			
From	To	Calendar Days	Payment Rate
			<input type="checkbox"/> Full <input type="checkbox"/> Half
			<input type="checkbox"/> Full <input type="checkbox"/> Half
			<input type="checkbox"/> Full <input type="checkbox"/> Half
Was any full-time LSL paid out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify total months paid:	

PART-TIME SERVICE <i>(Detail all periods of part-time service. Please attach a copy of leave and service history records)</i>			
From	To	Weekly Full Time Hours	
Impacts to Service <i>(Detail all breaks in service, leave without pay NTCAS and/or unauthorised absences)</i>			
From	To	Type	Calendar Days
Long Service Leave (LSL) Takings <i>(Detail all part-time LSL takings and any paid-out LSL)</i>			
From	To	Calendar Days	Payment Rate
			<input type="checkbox"/> Full <input type="checkbox"/> Half
			<input type="checkbox"/> Full <input type="checkbox"/> Half
			<input type="checkbox"/> Full <input type="checkbox"/> Half
Was any part-time LSL paid out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify total months paid:	
Personal Leave			
Balance on cessation:		Rate of accrual:	
Previous Employer Declaration			
<i>I certify that the above details are correct and have attached all required evidence:</i>			
Name:		Position:	
Email:		Contact Number:	
Signature:		Date:	