

# Leave without pay advice information sheet

Issued: 20 November 2014

## Introduction

The purpose of this Information Sheet is to provide you with basic information about the options available to you when you go on a period of Leave Without Pay and the effect it will have on your superannuation interest.

The rules that govern each of the funds administered by ESSSuper are complex and detailed; this Information Sheet is intended to be a broad introduction to the Leave Without Pay rules and their application to the funds administered by ESSSuper. Detailed information can be found on the website [www.esssuper.com.au](http://www.esssuper.com.au) or can be obtained by calling the Member Service Centre.

## Who should use this form?

You should complete a *Leave Without Pay Advice* form if you have an interest in a defined benefit fund administered by ESSSuper (i.e. New Scheme, Revised Scheme, SERB Scheme, Transport Scheme, Melbourne Water Corporation Employees' Superannuation Scheme, Melbourne Transit Authority Superannuation Scheme) and you are commencing Leave Without Pay (LWOP) for a period of four weeks or more.

You should not complete this form if you are on LWOP for a period of less than four weeks, or because of ill-health or on leave from your employer due to secondment.

For additional information on ill-health leave or secondment please contact our Member Service Centre for full details.

If you do not submit a form within four weeks you will be considered to have elected to not have death and disability cover for the period.

## What happens to my superannuation benefit whilst on Leave Without Pay?

The overall effect on your defined benefit superannuation will depend on your election (detailed in the following section), for your period of leave.

It is important to note that there may be additional rules that apply to the treatment of the LWOP contributions if you retire, resign or are retrenched while on LWOP. If you would like further information please refer to the detailed information on our website at [www.esssuper.com.au](http://www.esssuper.com.au) or call the Member Service Centre for further information on 1300 655 476.

## Can I still contribute whilst I am on Leave Without Pay?

No.

While you are on LWOP you are not able to make your normal contributions to your ESSSuper defined benefit fund, however there are several options available to you (detailed over the page) in relation to your death and disability cover.

You are still able to make contributions to your other superannuation accounts. As an ESSSuper member, you are also eligible to open and contribute to the ESSSuper Accumulation Plan.

Once you have opened an ESSSuper Accumulation Plan account you are able to make lump sum deposits and regular contributions into your account. If you are working we can also accept Superannuation Guarantee contributions from your secondary employer.

If you would like further information please refer to the detailed information on our website at [www.esssuper.com.au](http://www.esssuper.com.au) or call the Member Service Centre on 1300 655 476.

### What happens to my Death and Disability cover whilst on Leave Without Pay?

It is important to note that being on LWOP for an extended period may reduce your death benefit because your leave without pay period does not count as service for benefit calculations.

While on LWOP you may choose one of the options listed below. Each of the options has a different effect on your benefit entitlements and a different cost associated with them.

#### **OPTION 1: No prospective Death or Disability benefit cover**

You may choose to make no personal contributions to your superannuation while you are on leave without pay. If you choose this option, there will be no death or disability cover after the first four weeks. The period of LWOP will not count as recognised service for any benefit calculation.

OR

#### **OPTION 2: Maintain Death and Disability cover**

You may choose to make contributions to your superannuation to maintain your death and disability cover while you are on LWOP. Your contribution rate is calculated based on your age (in years and days) and your superable salary at the commencement of the period for which you are paying contributions.

Information on calculating the cost can be obtained by calling the Member Service Centre.

OR

#### **OPTION 3: Pay additional contributions (only available to SERB and Revised Scheme Members)**

You may choose to make contributions to your superannuation while on LWOP to maintain all of your benefit entitlements. For SERB Scheme members, the contribution rate is 3 and ½ times the normal contribution rate. For Revised Scheme members, the contribution rate is 4 times the normal contribution rate.

If you wish to make partial payments (i.e. 6 monthly or annually) you are able to elect this in Section 3 of this form.

If you are unsure of the options that are available to you, please refer to the detailed information on our website [www.esssuper.com.au](http://www.esssuper.com.au) or call the Member Service Centre on 1300 655 476.

### Do I have to notify ESSSuper when I return from Leave Without Pay?

It is not necessary for you to notify ESSSuper that you have returned to work after a period of LWOP. However, you should check that your employer recommences the deduction of your regular contributions from your salary.

### Do you require further information?

The options available to you regarding contributions and maintaining your death and disability benefits while on LWOP are different depending on the Scheme that you hold a defined benefit interest in. For more information on your LWOP options, the effect on your death and disability entitlements, or opening an Accumulation Plan account, please visit our website [www.esssuper.com.au](http://www.esssuper.com.au) or call our Member Service Centre on 1300 655 476 and speak with a Superannuation Consultant.

### Before you start

You should complete PART A – Member Information, and forward your completed form to your employer to complete PART B – Employer Certification. Employees of the Department of Education and Training do not require PART B to be completed.

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

**Part A** Member Information

**Section 1** Your personal details

Member number

Title  Mr  Mrs  Ms  Miss  Other (please specify)

Surname

Given names

Date of birth  /  /

Postal address

Suburb

State  Postcode

Mark with an **[X]** if your postal and residential address are the same. If your residential address is different, please specify below.

Residential address


Suburb

State  Postcode

Telephone (business hours) (  )  (after hours) (  )

Telephone (mobile)

Email address

 By providing your email address you are authorising ESSSuper to send communications to that address. This authorisation will apply until it is revoked by you.

**Section 2** Death and disability cover

I would like to pay (please choose **one** option only)

**OPTION 1** - Nothing (Go to Section 4)

Start date  /  /  End date  /  /

**OR**

**OPTION 2** - The contribution premium to maintain death and disability

Start date  /  /  End date  /  /

**OR**

**OPTION 3** - The contribution premium to maintain death and disability cover AND cover my contributions (Only available to Revised Scheme and SERB members)

Start date  /  /  End date  /  /

I would like to receive a further LWOP options letter with enclosed *LWOP Advice form* when the elected LWOP period, as above, ends. (Mark with an **[X]** if any possibility of you extending your LWOP period, as a further *LWOP Advice form* will need to be completed.)

**Section 3** Payment details

If you selected **OPTION 2** or **OPTION 3**, please complete the payment information below:

Payment of \$           to cover  6 months OR  12 months OR  Entire period

Payment made by  BPAY Payment Date   /   /

Refer to your ESSSuper options letter which shows your BPAY reference number.

OR

Other  Payment Date   /   /

Please stipulate means of payment such as:

- EFT - Use account name: ESSSuper: BSB 033-001  
Account No.: 100581  
Ref: "LWOP" & "member number" (eg. "LWOP12345610")
- Cheque or money order - to be made payable to ESSSuper.

**Section 4** Member signature

I acknowledge and agree:

- I have read and considered the information provided on this form and have considered obtaining independent financial advice in respect of my superannuation options.
- I have read and accept the statements relating to privacy (and in particular to the collection, use and disclosure of personal information by ESSSuper) which appear on the ESSSuper website and are available in writing from ESSSuper.
- I fully understand and accept the implications of the election I have made on this form and I declare that the information provided on this application is true and correct.
- ESSSuper is not responsible for ensuring that deductions are made and forwarded to ESSSuper by my employer.

Signature

Date   /   /

**Please forward your completed form to your employer to complete PART B – Employer Certification**

(Employees of the Department of Education and Training do not require employer certification and can submit their form directly to ESSSuper.)

**Part B** Employer Certification

**Section 1** Employer reference details

Employee's full name

Employee/Payroll no.

**Section 2** Leave without pay details

The period of Leave Without Pay: Start date  /  /  End date  /  /

Most recent full time equivalent superable salary: \$  ,  .  Effective date  /  /

**Section 3** Type of leave

The leave is (select one of the options):  Category A – Parental LWOP

OR

Category B – Non-parental LWOP – specify

**Section 4** Employer certification (To be completed by the employer)

I certify the above information to be correct:

Signature of Authorised Officer  PLEASE SIGN HERE Date  /  /

Employer name

Name of Authorised Officer

Telephone (  )

Email address

**Please forward this completed form to**

ESSSuper GPO Box 1974, Melbourne Vic 3001  
 T 1300 655 476 | F 1300 766 757 | [www.esssuper.com.au](http://www.esssuper.com.au)

At ESSSuper, we treat the privacy and confidentiality of our members' personal information seriously. We are committed to complying with the guidelines of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)*. To obtain a copy of ESSSuper's privacy policy go to our website at [www.esssuper.com.au](http://www.esssuper.com.au)