

RECOGNITION OF PRIOR SERVICE

Please note:

- ★ Complete this form to apply for recognition of prior service from an approved organisation (please refer to section 2.)
- ★ This form must be submitted no later than six months after commencing employment at Swinburne.
- ★ Keep a copy for your records and forward the original to Human Resources Mail No. H14 or Fax 9214 8565.

1. Employee Information:

Employee No:	Title: (eg: Dr, Mr, Ms)
Surname:	Given Names:
Date of Birth (ddmm):	Contact No:

2. Prior Service Information:

Swinburne may recognise previous service for long service leave and sick leave purposes. Service credits for such purposes are transferable from the following employing authorities:

Academic and General Staff

- Australian Universities; or
- Technical and Further Education Institutes.

TAFE Teachers

- Another Victorian TAFE Institute or University; or
- A Victorian state primary school or state secondary college; or
- The Public Service of Victoria; or
- A public entity as defined by section 5 of the Public Administration Act 2004(Vic.) or its successor.
- Any other previous employer as may be agreed between the employee and the employer at the time of the employee's appointment.

An Employee shall be entitled to have service with previous employers of the employee as listed above recognised for the purpose of determining the long service and sick leave entitlement of the employee provided that:

- Any break in service with authorities or institutions specified above is: **two months** for General and Academic Staff and less than **twelve months** for TAFE teachers (for Long Service Leave only)
- For TAFE Teachers, sick leave will only be recognised where there is **NO** break in service.
- An employee must make any claim for recognition of service within six months of the date of appointment.
- The amount of service with previous employers recognised for long service leave purposes shall not exceed ten years.
- The service was not of a casual nature, ie. must be full time or part-time employees.

Any period of service for which payment in lieu of long service leave has been made by a previous employer or for which an employer has an entitlement to payment in lieu by a previous employer will only be recognised for the purpose of satisfying the requirement that a minimum of ten years be served before long service leave may be taken.

3. Previous Services:

Prior service at Swinburne University of Technology:

Start Date: _____ End Date: _____

Other Universities or TAFE's within Australia:

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

Government departments or instrumentalities:

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

Name of Institution: _____
Start Date: _____ End Date: _____

4. Authorisation:

Signature: _____ Date: _____