



HR expert

HR eXpert Sample Reports

**Your employment entitlements
made easy**



New South Wales Government
Department of Premier and Cabinet

www.dpc.nsw.gov.au/public_employment/hr_expert

HR eXpert Sample Reports

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ENTITLEMENT TO EXTENDED LEAVE/RECOGNITION OF PREVIOUS SERVICE REPORT

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

The system examines your employment history to determine which service may be recognised service for Extended Leave purposes, according to the provisions of the Public Sector Employment and Management Act (PSEMA) 2002 and the Transferred Officers Extended Leave Act (TOELA) 1961.

The Human Resources area in your agency is responsible for formalising the recognition of an employee's previous service for Extended Leave purposes. You should contact your Human Resources area for further advice about the data presented in this report or for information about the process for formalising the recognition of your previous service, (if applicable).

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Service Details

Employer	Start date	End date	Length of service that may be recognised under	
			PSEMA	TOELA
Example Agency (NSW)	19 Mar 1990	2 Feb 2004	13.888 years	
Example Agency (Cwlth)	19 Mar 1980	18 Mar 1990		10.005 years
Total length of service that may be recognised for Extended Leave purposes (this amount may be rounded)			23.893 years	

Entitlement to Extended Leave

Based on your total of 23.893 years service that may be recognised for Extended Leave purposes, you would be entitled to Extended Leave under the PSEMA 2002. Your estimated accrued Extended Leave entitlement as at 2 Feb 2004 is 197 working days. To determine your current balance you will need to deduct any Extended Leave you have taken.

**LETTER TO CURRENT EMPLOYER REQUESTING
RECOGNITION OF PREVIOUS SERVICE**

Example Name
Example Street
Example Suburb Example State

Human Resources Branch
Example Agency
Example Street Example Building
Example Suburb Example State

2 Feb 2004

Dear Sir/Madam

SUBJECT: RECOGNITION OF PREVIOUS SERVICE – Example Name

I would like to make an application to have my previous service recognised for Extended Leave purposes.

Details of my service history are as follows:

Employer	Start date	End date	Length of service that may be recognised under		Certificate of service attached?
			PSEMA	TOELA	
Example Agency	19 Mar 1990	2 Feb 2004	13.888 years		
Example Agency	19 Mar 1980	18 Mar 1990		10.005 years	

I have attached certificates of service as indicated in the last column of the table above. If you require any further information, please contact me on the number below.

Yours sincerely

Example Name

Telephone:

Fax:

Email:

**LETTER TO PREVIOUS EMPLOYER REQUESTING
CERTIFICATE OF SERVICE**

Example Name
Example Street
Example Suburb Example State

Human Resources Branch
Example Agency
Example Street Example Building
Example Suburb Example State

2 Feb 2004

Dear Sir/Madam

SUBJECT: CERTIFICATE OF SERVICE – Example Name

I am writing to request a certificate outlining my service with the Example Agency (Cwlth). I was employed within the Example Agency (Cwlth) from 19 Mar 1980 to 18 Mar 1990.

I would appreciate it if a certificate outlining my service, including the following information, could be forwarded to me at the address above at your earliest convenience:

- date of appointment
- details of service including periods of part time service (both unpaid part time leave and part time work)
- date of termination
- reason for termination
- length of service
- details of any unpaid full time leave
- details of any Extended Leave taken or payments made in lieu
- details of any previous service recognised by Example Agency (Cwlth)

If you require any further information, please don't hesitate to contact me.

Yours sincerely

Example Name

Telephone:

Fax:

Email:

MATERNITY LEAVE APPLICATION

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Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35

The expected date of birth is 1 Jun 2004.
 The commencement date of my Maternity Leave is 1 May 2004.
 The date of return to work is 10 Jan 2005.

A medical certificate is attached (✓)

Payment Election for Paid Maternity Leave

I am entitled to 9 weeks paid Maternity Leave. My payment election is full pay over 9 weeks.

Periods of Leave for this Pregnancy

Leave type	From	To	Period
Maternity Leave - full pay	1 May 2004	2 Jul 2004	9 weeks
Recreation Leave - full pay	3 Jul 2004	22 Aug 2004	245 hours
Extended Leave - full pay	23 Aug 2004	19 Oct 2004	294 hours
Maternity Leave - unpaid	20 Oct 2004	9 Jan 2005	12 weeks
TOTAL PERIOD	1 May 2004	9 Jan 2005	

Return to Work Arrangement

My return to work date following full time Maternity Leave will be 10 Jan 2005. On this date, I intend to commence part time Maternity Leave working 14 hours per week, with the following work pattern, until 29 Aug 2005.

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

I understand that I have a right of return to my former position:

- if I resume duty within one year of the birth of my child; or
- if I take approved part time maternity leave, or a combination of full and part time maternity leave, I resume immediately after my maternity leave and within 2 years of the birth of my child.

I also understand that I should contact my superannuation fund to discuss how my maternity might have an effect (if any) on my superannuation.

Employee's signature: _____ Date ____ / ____ / ____

Approval

Recommended by: _____ Date ____ / ____ / ____

Approval by Delegated Officer: _____ Date ____ / ____ / ____

MATERNITY LEAVE APPLICANT'S PRIVATE COPY

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

Employee Details

Name: Example Name	Serial/Employee No: Example Number
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35
Full time annual salary: \$45,325.00 (the calculations below are based on this amount)	

The expected date of birth is 1 Jun 2004.

The commencement date of my Maternity Leave is 1 May 2004.

The date of return to work is 10 Jan 2005.

A medical certificate is attached (✓)

Payment Election for Paid Maternity Leave

I am entitled to 9 weeks paid Maternity Leave. My payment election is full pay over 9 weeks.

Periods of Leave for this Pregnancy

Leave type	Inclusive dates	Period	Gross	Tax	Net
Maternity Leave - full pay	From: 1 May 2004 To: 2 Jul 2004	9 weeks	\$7,817.86	\$1,827.00	\$5,990.86
Recreation Leave - full pay	From: 3 Jul 2004 To: 22 Aug 2004	245 hours	\$6,080.55	\$1,421.00	\$4,659.55
Extended Leave - full pay	From: 23 Aug 2004 To: 19 Oct 2004	294 hours	\$7,296.66	\$1,705.00	\$5,591.66
Maternity Leave - unpaid	From: 20 Oct 2004 To: 9 Jan 2005	12 weeks	\$0.00	\$0.00	\$0.00
TOTAL PERIOD	From: 1 May 2004 To: 9 Jan 2005		\$21,195.07	\$4,953.00	\$16,242.07

Return to Work Arrangement

My return to work date following full time Maternity Leave will be 10 Jan 2005. On this date, I intend to commence part time Maternity Leave working 14 hours per week, with the following work pattern, until 29 Aug 2005.

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

I understand that I have a right of return to my former position:

- if I resume duty within one year of the birth of my child; or
- if I take approved part time maternity leave, or a combination of full and part time maternity leave, I resume immediately after my maternity leave and within 2 years of the birth of my child.

I also understand that the monetary calculations stated above are estimates and do not take into account any payroll deductions I might have, for example superannuation contributions or health fund payments. I also understand that I should contact my superannuation fund to discuss how my maternity might have an effect (if any) on my superannuation.

APPLICATION TO VARY MATERNITY LEAVE

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

I am currently on a period of approved full time maternity leave, having commenced this leave on 10 Nov 2003.

I would like to notify that I have now given birth for this pregnancy. The actual date of birth was 18 Dec 2003.

I would like to vary my approved date of return from full time Maternity Leave. My previous approved date of return was 15 Jun 2004. I now wish to apply to return to work on 13 Jul 2004.

My current approved return to work arrangement is as follows:

Weekday	Number of hours
Monday	full time
Tuesday	full time
Wednesday	full time
Thursday	full time
Friday	full time

I propose to change my approved return to work arrangement as follows:

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

Please contact me on Example No to discuss my request if necessary.

(Signature)

Example Name, 2 Feb 2004
 Example Street
 Example Suburb Example State

STUDY TIME APPLICATION

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35

Proposed Course Details

Institution: Example Institution	Course title: Example Course
Course type: TAFE undergraduate	Course venue (campus/external): On campus

Semester starts	Semester ends	Number of weeks in semester	Number of weeks break in semester
8 Mar 2004	2 Jul 2004	16	1

Subjects

Subject	Has Study Time leave been taken for this subject in the past?	Number of hours per week
Example Subject	No	3
Example Subject	No	3
Total number of hours per week (excluding subjects for which Study Time leave has been granted in the past)		6

Eligibility for a Study Time Grant

Based on the answers you have supplied during the Study Time inquiry on 2 Feb 2004 you may apply for 3 hour(s) Study Time per week to undertake the above course during the semester from 8 Mar 2004 to 2 Jul 2004.

Method of Taking Study Time Leave

I intend to take my Study Time on a combination of weekly and block leave basis as follows:

Take weekly Study Time on the following days					
Mon	Tues	Wed	Thur	Fri	Total HPW
1.5	0	0	0	0	1.5
Study Time applied for					
Date from		Date to			Total hours
21 Jun 2004		23 Jun 2004			21
I may need to change the dates for my block study time leave when my examination timetable is confirmed.					

Summary of Study Time for the Semester 8 Mar 2004 - 2 Jul 2004

	Hours
Total available Study Time	48
Total weekly Study Time applied for	24
Total Study Time leave applied for	21
Balance of unallocated Study Time hours	3

Required Documentation

I have attached certified copies of the following documents to support my application:

- Enrolment Form (all courses)
- Course schedule/timetable (all courses)
- Exam results for previous semester (if applicable)
- Written advice from the institution of equivalent face to face hours (external courses only – including correspondence & coursework)

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____
Name & Signature

Approval by Delegated Officer: _____ Date ____/____/____
Name & Signature

LEAVING THE SERVICE OPTIONS REPORT

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

The system can only generate **estimates** to assist you in planning to leave the service. The figures may be understated if, for example, you have more favourable annual leave accrual conditions or if you have not been paid your annual leave loading for the previous annual leave loading year.

For further information on the data presented in this report, please contact the Human Resources area in your agency.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Estimated Payout Details for Option/s

Option Name	Resignation - Early resignation			
Estimated full time annual salary as at last day of service	\$56,432.00			
Last day of duty	2 May 2004			
Last day of service	2 May 2004			
UNUSED LEAVE	HOURS*	GROSS	TAX	NET
Extended Leave – Pre 15 Aug 78 */**	0.00	\$0.00	\$0.00	\$0.00
Extended Leave – 15 Aug 78 to 17 Aug 93 */**	0.00	\$0.00	\$0.00	\$0.00
Extended Leave – 18 Aug 93 to last day of service */**	327.25	\$10,112.03	\$4,628.00	\$5,484.03
Unused Recreation Leave to last day of service *	281.75	\$8,706.21	\$3,952.00	\$4,754.21
TOTAL	609.00	\$18,818.24	\$8,580.00	\$10,238.24

*The total Extended Leave and Recreation Leave hours are rounded up to nearest quarter day.

**The total unused Extended Leave is split into different components to reflect changes to tax on Extended Leave over time. The gross and hour amounts are proportioned according to ATO rules. The proportioned hours are rounded to 2 decimal places.

Option Name	Resignation – Late resignation			
Estimated full time annual salary as at last day of service	\$57,354.00			
Last day of duty	2 May 2005			
Last day of service	2 May 2005			
UNUSED LEAVE	HOURS*	GROSS	TAX	NET
Extended Leave – Pre 15 Aug 78 */**	0.00	\$0.00	\$0.00	\$0.00
Extended Leave – 15 Aug 78 to 17 Aug 93 */**	0.00	\$0.00	\$0.00	\$0.00
Extended Leave – 18 Aug 93 to last day of service */**	404.25	\$12,695.76	\$5,928.00	\$6,767.76
Unused Recreation Leave to last day of service *	421.75	\$13,245.20	\$6,188.00	\$7,057.20
TOTAL	826.00	\$25,940.96	\$12,116.00	\$13,824.96

*The total Extended Leave and Recreation Leave hours are rounded up to nearest quarter day.

**The total unused Extended Leave is split into different components to reflect changes to tax on Extended Leave over time. The gross and hour amounts are proportioned according to ATO rules. The proportioned hours are rounded to 2 decimal places.

VOLUNTARY REDUNDANCY REPORT

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

The system can only generate **estimates** to assist you in planning to leave the service. The figures may be understated if, for example, you have more favourable annual leave accrual conditions or if you have not been paid your annual leave loading for the previous annual leave loading year. The system assumes that you are a permanent employee who is eligible for Voluntary Redundancy.

For further information on the data presented in this report, please contact the Human Resources area in your agency.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
Full time annual salary: \$45,675.00 (The calculations below are based on this amount)	

Estimated VR Payment Details

Agreed last day of service	26 Mar 2004	
VR PAYMENT	WEEKS	GROSS
4 weeks notice or payment in lieu	4	\$3,501.44
Additional 1 week's notice or pay in lieu for employees aged 45 years & over with 5 or more years of completed service	0	\$0.00
Additional payment, based on years service and up to a maximum of 8 week's pay, if the VR offer is accepted within 2 weeks & termination is within nominated time	8	\$7,002.88
Severance pay at the rate of 3 weeks per year of continuous service to maximum of 39 weeks	15.00	\$13,130.40
Pro rata Annual Leave Loading in respect of leave accrued at the date of termination (rounded up to nearest quarter day)		\$199.14
TOTAL GROSS VR PAYMENT	27	\$23,833.86

	GROSS	TAX	NET
Non taxable component of gross VR payment	\$20,587.00	\$0.00	\$20,587.00
ETP component (\$3,246.86)			
Elected cash amount	\$1,746.86	\$550.26	\$1,196.60
Elected roll over amount	\$1,500.00	\$0.00	\$1,500.00
TOTAL VR PAYMENT (including ETP rollover amount)	\$23,833.86	\$550.26	\$23,283.60

	GROSS	TAX	NET
Total VR cash payment (excluding ETP rollover amount)	\$22,333.86	\$550.26	\$21,783.60

Estimated Unused Leave Payment Details

UNUSED LEAVE	HOURS*	GROSS	TAX	NET
Extended Leave – Pre 15 Aug 78 */**	0.00	\$0.00	\$0.00	\$0.00
Extended Leave – 15 Aug 78 to last day of service */**	162.75	\$4,070.38	\$1,282.17	\$2,788.21
Unused Recreation Leave to last day of service*	267.75	\$6,696.50	\$2,109.40	\$4,587.10
TOTAL	430.5	\$10,766.88	\$3,391.57	\$7,375.31

*The total Extended Leave and Recreation Leave hours are rounded up to nearest quarter day.

**The total unused Extended Leave is split into different components to reflect changes to tax on Extended Leave over time. The gross and hour amounts are proportioned according to ATO rules. The proportioned hours are rounded to 2 decimal places.

Total of Estimated VR and Unused Leave Cash Payments

	GROSS	TAX	NET
Total VR cash payment (excluding ETP rollover amount)	\$22,333.86	\$550.26	\$21,783.60
Total unused leave cash payment	\$10,766.88	\$3,391.57	\$7,375.31
TOTAL CASH PAYMENT	\$33,100.74	\$3,941.83	\$29,158.91

ETP Rollover Amount

Your elected ETP rollover amount of \$1,500.00 is not taxed by your employer at the time of payment to your nominated superannuation fund.

Re-employment After Receiving a Voluntary Redundancy Package

If you are re-employed in the NSW public sector prior to 3 Sep 2004 you will be required to refund to the NSW government an amount equivalent to the portion of the voluntary redundancy payment remaining at the date of re-employment.

Using HR eXpert Reports

What you can do with the reports

Reports and forms:

- > are for your records
- > help you make decisions e.g. take your Voluntary Redundancy Report to see a financial advisor
- > can be submitted to your Human Resources area for actioning

Print and/or save reports, forms and letters if you wish to retain copy.

! IMPORTANT

Information contained in reports is based on the details you provide and are estimates only.

Final figures are to be determined by your Human Resources area.

What is HR eXpert ?

HR eXpert is an interactive website which answers questions about employment entitlements for staff employed under the Public Sector Employment and Management Act 2002.

HR eXpert has been developed by the Public Sector Workforce Office (PSWO) of the NSW Department of Premier and Cabinet.



Further Information

Further information and documentation is available on the website:

www.dpc.nsw.gov.au/public_employment/hr_expert

You can address feedback and questions about the system to:

hrexpert@dpc.nsw.gov.au



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Department of Premier and Cabinet