

Membership / Withdrawal Application

PERSONAL LEAVE SHARING SCHEME



**St Philip's
Christian Education**
FOR THE WHOLE OF LIFE

Please complete this form digitally OR print, complete and scan this form.
Send completed form back to **central.peopleculture@spcc.nsw.edu.au**

SECTION 1 - PERSONAL DETAILS

EMPLOYEE FULL NAME

EMPLOYEE NUMBER (if known)

WORK ARRANGEMENT

Full Time

Part Time

DATE OF APPLICATION

SECTION 2 - APPLICATION DETAILS

I wish to become a member of the St Philip's Personal Leave Sharing Scheme

OR

I wish to withdraw my membership from St Philip's Personal Leave Sharing Scheme

SECTION 3 - EMPLOYEE ACKNOWLEDGEMENT FOR MEMBERSHIP

I have read and understood my entitlements and obligations as set out in the St Philip's Leave Policy and Leave Guidelines.

I understand that the Scheme is a voluntary scheme where members contribute 4 hours (2-hour pro-rata deduction for part-time employees) of their Personal Leave entitlement annually into a shared pool.

I understand that the Scheme is intended for use either for significant personal illness, serious ill health of an immediate family member, accident or unforeseen and serious circumstances.

I authorise that a 4-hour (2-hour pro-rata deduction for part-time employees) deduction will be taken from my Personal Leave in the first full pay period in March, after joining the scheme.

I authorise that ongoing annual contributions of 4 hours (2-hour pro-rata deduction for part-time employees) will be deducted annually in the first full pay period in March each year, until I withdraw from the Scheme or cease employment with St Philip's Christian College.

I understand that to contribute to the scheme I must maintain a personal leave balance greater than 76 hours for full-time employees, and 38 hours for part-time employees. If my balance at the time of the annual deduction is below these minimum balances (or if the deduction itself will result in the balances falling below these minimums), the annual deduction will not occur for that year.

I understand that if I wish to withdraw from the Scheme, any hours already contributed are forfeited to the Scheme.

I understand that applications to access leave from the scheme can be made by any current and permanent employee within the organisation and not just by members. I also understand that such employees must make application to the PLSS committee for determination and that the maximum benefit any employee can receive is 76 hours (10 days) of personal leave per year.

SECTION 4 - SIGNATURES

EMPLOYEE FULL NAME

EMPLOYEE SIGNATURE

DATE

Please forward completed form to
central.peopleculture@spcc.nsw.edu.au