



Portable Long Service Leave

How to approve or decline a worker claim

Claims for long service leave are lodged online by the worker through their Worker Portal. Once a claim has been lodged, you'll receive an email advising one of your employees has lodged a claim.

The following guide provides step-by-step instructions for approving or declining a worker claim.

Step 1 – Open The Worker Claim

After you've logged into the Portal, you'll see any pending worker claims displayed on your Dashboard. Click on the worker's name to open the request.

Portable Long Service Leave

NEV-R-BREAK GLASS PTY L (C808819)

Nev-R-Break Glass Pty Ltd (C808819)

Pending Returns

Return Period	Workers	Due Date
Periodic (Nov 2020 - Dec 2020) (R1046854)	2	21 Jan 2021
Working Director (Jan 2021 - Feb 2021) (R1047250)	1	30 Jun 2021

Claims Pending Your Approval

- [BARNES, James \(M486819\) - Leave](#)
- [MAXIMOFF, Pietro \(M422073\) - Leave](#)

Click on the Claim Type link to open the claim.

Claim Type (ID)	Date Received	Worker	Proposed Payment Date	Confirmation Status	Claim Status
Leave	18/01/2021	MAXIMOFF, Pietro (M422073)	TBC	PENDING	SUBMITTED
Leave	15/01/2021	MAXIMOFF, Pietro (M422073)	TBC	APPROVED	DECLINED

Step 2 – Approve Or Decline The Claim

Declining The Claim

If you need to decline the claim, click the Decline button. If you are declining the request for leave, you will be requested to provide a reason why the claim was declined. This will be included in the email to the employee advising their claim has been declined, and as such we recommend you discuss this with your employee directly.

Workers: MAXIMOFF, Pietro (M422073)

Entitlement: #45387

Profile Contributions Benefits

Claim Details

MAXIMOFF, Pietro has applied for 2 weeks Long Service Leave from 31/01/2021 to 13/02/2021

Terms and Conditions

I confirm the business will not employ the worker during their period of long service leave. *Penalties apply.*

You are required to confirm the rate of pay for MAXIMOFF, Pietro.

Confirm ✕

An email will be sent to your worker advising the period of leave has been declined. Please provide the reason and note this will be included in the email to the employee.

Save Cancel

Decline Continue Cancel



Step 2 – Approve Or Decline The Claim (continued)

Approving The Claim

Workers are not able to work or be on another form of paid leave while on long service leave. You will need to confirm you will not employ the worker during their period of long service leave by checking the box.

If the worker has not identified an issue with their rate of pay, you can click the Approve button and then OK to approve the claim. An email will be sent to the worker advising their claim has been approved and the Portable Long Service Leave team will commence processing.

If the worker has identified an issue with their rate of pay, you will need to provide further information. Click on the Continue button to continue the approval process.

Workers: MAXIMOFF, Pietro (M422073)
Entitlement: #45387

Profile Contributions **Benefits**

Claim Details

MAXIMOFF, Pietro has applied for 2 weeks Long Service Leave from 31/01/2021 to 13/02/2021

Terms and Conditions

I confirm the business will not employ the worker during their period of long service leave. *Penalties apply.*

You are required to confirm the rate of pay for MAXIMOFF, Pietro.

Decline **Continue** Cancel

Step 2 – Approve Or Decline The Claim (continued)

Approving The Claim (continued)

You'll need to provide further information on the worker's rate of pay over the last 12 months. Use the calendar button or type in the dates in the Start and End fields. If the rate of pay has changed during that time, you can use the Add New Rate button to add additional lines to provide the different rates of pay.

Remember to include all applicable allowances when calculating the hourly rate for the worker. For more information on what to include in remuneration, check our website or the last page of this guide.

After you've entered in the rate of pay information for the worker, click on Approve and click OK to approve the claim. An email will be sent to the worker confirming their claim has been approved and the Portable Long Service Leave Team will commence processing.

Workers: MAXIMOFF, Pietro (M422073)
Entitlement: #45387

Profile Contributions **Benefits**

Confirm Rate of Pay

Please provide the hourly rate of pay for MAXIMOFF, Pietro over the last 12 months

Start	<input type="text" value="01/01/2021"/>	End	<input type="text" value="30/06/2021"/>	Hourly Rate of Pay	<input type="text" value="\$40.00"/>	<input type="button" value="✘"/>
Start	<input type="text" value="01/07/2020"/>	End	<input type="text" value="18/01/2021"/>	Hourly Rate of Pay	<input type="text" value="\$43.00"/>	<input type="button" value="✘"/>

Note: Calculating Remuneration

You can use the following guide to determine what to include and exclude when calculating information for your return.

Include

- Days worked 5 hours and over
- Annual leave (except when paid in lieu of time off)
- Personal / sick leave
- Public holidays
- Rostered days off
- Industry allowance
- Tool allowance
- Leading hand allowance
- First aid allowance
- Workers compensation income maintenance (up to 2 years)
- Casual loading

Exclude

- Days when less than 5 hours worked
- Annual leave loading
- Overtime
- Bonuses
- Site allowance
- Retirement, retrenchment or redundancy payments
- Fares, travel or car allowance
- Special rates paid irregularly to compensate for occasional disabilities when working (except where the rate is included during periods of leave)
- Payment in lieu of taking annual leave or rostered days off
- Living away from home allowance
- Remuneration earned by apprentices
- Remuneration for days worked outside of South Australia

