MONASH University

REQUEST FOR RECOGNITION OF PRIOR SERVICE

New staff members may be entitled to recognition of prior service with their former employer for long service leave, sick leave and outside studies program purposes, subject to Monash University conditions of employment. These conditions include:

- the gap between the leaving former employer and commencing at Monash must not exceed 12 months.
- making application for recognition of prior service **within 6 months** of commencing employment at Monash.
- For both academic and general staff, prior service (of up to 10 years maximum) with the following employers will be recognised:
  - Any Australian University or TAFE Institutes;
  - The Commonwealth or any State/Territory Public Service and instrumentalities including the armed forces and bodies with which the Public Services have reciprocal relations as published from time to time in the regulations of the Public Service.
  - Institutions listed in Schedule 2 of the Post-Secondary Education Act which have agreed to reciprocity of recognition of service for long service eligibility purposes.
  - Other employers by negotiation between the staff member and the University at the time of the staff member's appointment.
  - The aggregate of any periods of non-continuous recognised service;
- For general staff only, in addition to the above employers, service with CSIRO, Monash University companies, Australian inter-university bodies (e.g. AV-CC) and the TAFE Board will also be recognised.

Further details of the conditions relating to recognition of prior service are contained in clause 34 and for OSP purposes only clause 59 of the Monash University Enterprise Agreement (Academic and General Staff) 2005 or, where applicable, the provisions of your AWA Terms and Benefits Policy.

IF YOU THINK THAT YOUR PRIOR SERVICE MAY BE RECOGNISED UNDER THE UNIVERSITY PROVISIONS, PLEASE COMPLETE THIS FORM AND RETURN IT TO HR OPERATIONS WITH YOUR OTHER APPOINTMENT DOCUMENTATION.

PLEASE NOTE THAT THERE MAY BE DELAYS IN OBTAINING DOCUMENTATION FROM PREVIOUS EMPLOYERS FOR RECOGNITION OF PRIOR SERVICE. YOU WILL BE ADVISED OF THE OUTCOME OF YOUR REQUEST FOR RECOGNITION OF PRIOR SERVICE IN DUE COURSE.

Staff Member's Name	
Name Of Former Employer	
Address Of Former Employer	
Commencement Date	
Termination Date	
Recognition Requested For Long Service Leave ☐ Sick Leave ☐ Outside Studies Program ☐ (Academic Staff only)	
Signature	Date __ __/__ __/__ __ __ __

For assistance please contact HR Enquiries 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800

Human Resources Division privacy collection statement is located at http://privacy.monash.edu/guidelines/collection-personal-information.html#hr

Last updated: 8/4/09