



## CONTENT

- **Covering letter to previous employers: Request for Prior Service Details**  
The covering letter to previous employers provides information regarding the procedure for the recognition of prior service and asks them to complete the 'Details of service' form.
- **Details of Service form: Details of Service for Sick/Personal Leave, Long Service Leave and Severance Benefits Calculation Purposes**  
The 'Details of Service' form provides previous employers with the ability to complete information in relation to both previous full-time and part-time employment.
- **Request for Recognition of Prior Service**  
The 'Request for Recognition of Prior Service' form is used to collate all the information received by previous employees, and requests that the employee certify that the periods of prior service detailed by previous employers are correct.

## WHAT YOU NEED TO DO

1. Send one copy of the covering letter and the 'Details of Service' form to each previous employer.

At the top of the covering letter to each previous employer, write:

- your full name (including any relevant former name(s) where relevant);
- address;
- date of birth;
- the AGS number or other identification number(s) used during the previous employment; and
- period(s) of employment.

If you have other information that may assist the previous employer, please attach the additional information to the covering letter.

It is suggested that you keep a copy of each letter sent for your records.

2. Each previous employer is expected to complete the 'Details of Service' form and return it to you. When you receive replies from **all** previous employers, complete the 'Request for Recognition of Prior Service' form, attach all replies from the previous employers to it, and scan and email it to [MOPSPay&Conditions@finance.gov.au](mailto:MOPSPay&Conditions@finance.gov.au).

**Note:** It is recommended that you keep a copy of the replies from your previous employers for your own records and future reference.

## WHAT HAPPENS NEXT

Upon receiving the 'Request for Recognition of Prior Service' form with all the replies from previous employers, Ministerial and Parliamentary Services will assess the information provided and determine whether periods of previous employment are eligible to be recognised, calculate revised entitlements and provide written advice to you on the result.

If you have any questions regarding the procedure, please contact the Staff Help Desk on (02) 6215 3333 or email [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au).



**Australian Government**  
**Department of Finance**

Contact: Ministerial and Parliamentary Services  
Telephone: 02 6215 3333  
e-mail: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

Personnel/HRM section  
Commonwealth Departments/State or Local Governments  
Govt Business Enterprises/Other

### Request for Prior Service Details for:

<b>Full name:</b> (include former name(s) if used during previous employment)			
<b>Address:</b> (for return of completed form)			
<b>Date of Birth:</b>			
<b>AGS or other identification number</b>			
<b>Period(s) of service claimed and other relevant details:</b>	<b>Date From</b>	<b>Date To</b>	<b>Other Relevant Details</b>

Please provide details of eligible service and leave usage for the above-named former employee on the attached form.

The following summarises the procedure implemented by Ministerial and Parliamentary Services, Department of Finance, for the recognition of prior service for sick/personal, long service leave and/or severance benefit calculation purposes.

1. Staff members are required to send the attached form to previous employers to obtain relevant details of their previous service.
2. The previous employer is asked to complete the attached form, mark the form with an official stamp if possible and return it under cover of departmental/official stationery (such as letterhead paper, "with compliments" slip etc) to the employee.

Please note the following when completing the attached form:

- Leave without pay and unauthorised absences  
Please record all periods of leave without pay not to count as service as well as any unauthorised absences (for example, strikes) on the attached form.
- Copies of leave and/or service records  
If available, it would be appreciated if copies of leave and service records are provided as these can often help to resolve queries.

If you have any queries regarding this matter, please contact Ministerial and Parliamentary Services on telephone number (02) 6215 3333.

Thank you for your assistance.

Client Services Branch  
Ministerial and Parliamentary Services  
June 2017



## DETAILS OF SERVICE FOR SICK / PERSONAL LEAVE, LONG SERVICE LEAVE and SEVERANCE BENEFIT CALCULATION PURPOSES

### EMPLOYEE DETAILS

Full Name			
Date of Birth		AGS or Other service number	

### EMPLOYER DETAILS

Name of Organisation			
<input type="checkbox"/> Commonwealth Govt	<input type="checkbox"/> State Govt	<input type="checkbox"/> Local Govt	<input type="checkbox"/> Other (give details)
Was the employer a member of a State or Territory Parliament?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### FULL-TIME SERVICE

Please attach a copy of leave and service records/print-outs

Date From	Date To	Accrued Leave or Paid Loading in Lieu	Remuneration was by way of:	
		<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
		<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
		<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
		<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission

### Periods of full-time service recognised by the above employer

Please attach a copy of service records/print-outs

Employer	Date From	Date To

**Details of leave without pay not to count as service and unauthorised absences during full-time service:**

Date From	Date To	Number of Calendar Days	LWOP or Unauthorised Absence?

**Sick/personal leave taken during full-time service:**

Please attach copy of leave records

<b>Full pay taken</b>	Weeks	Hours	Minutes
<b>Half pay taken</b>	Weeks	Hours	Minutes

**Periods of full-time long service leave taken:**

Please attach copy of leave records

Date From	Date To	Rate of Pay

**Details of any full-time long service leave paid in lieu:**

e.g. 3.1 months (period paid is needed not \$ value)

**PART-TIME SERVICE**

Please attach a copy of leave and service records/print-outs

Date From	Date To	Hours per week	Accrued Leave or Paid Loading in Lieu	Remuneration was by way of:	
			<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
			<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
			<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission
			<input type="checkbox"/> Accrued Leave <input type="checkbox"/> Paid Loading in lieu	<input type="checkbox"/> Salary/Wages <input type="checkbox"/> Fees	<input type="checkbox"/> Allowance <input type="checkbox"/> Commission

**Periods of part-time service recognised by the above employer**

Please attach a copy of service records/print-outs

Employer	Date From	Date To

**Sick/personal leave taken during part-time service:**

Please attach copy of leave records

<b>Full pay taken</b>	Weeks	Hours	Minutes
<b>Half pay taken</b>	Weeks	Hours	Minutes

**Periods of part-time long service leave taken:**

Please attach copy of leave records

Date From	Date To	Rate of Pay

**Details of any part-time long service leave paid in lieu:**  
e.g. 3.1 months (period paid is needed not \$ value)

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**Cessation of employment:**

Only complete if employer was a member of a State or Territory Parliament

Was the employee provided with a severance/termination payment,  
or any other similar payment, upon cessation of employment?

No

Yes

**Certification:**

<b>Name:</b>	
<b>Email Address:</b>	
<b>Telephone number:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Departmental / Official Stamp:**

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To: Client Services Branch  
Ministerial and Parliamentary Services  
Department of Finance  
One Canberra Avenue  
FORREST ACT 2603

## REQUEST FOR RECOGNITION OF PRIOR SERVICE

This is to certify that I have previous periods of employment with other government organisations which may be eligible for recognition as service for sick/personal leave, long service leave and/or severance benefit calculation purposes. These periods of service are as follows:

Name of Organisation	Period of Employment	Full-time or Part-time?

Attached are the details of my leave and service history. I certify that the attachments were completed and supplied by each of the above employers.

I request that the above periods of employment be recognised as prior service for sick/personal, long service leave and/or severance benefit calculation purposes.  
I understand that knowingly giving false or misleading information is a serious offence.

My name and relevant details are as follows:

<b>Full name:</b>	
<b>AGS number:</b>	
<b>Employing Senator/Member:</b>	
<b>State/Territory of electorate office:</b>	
<b>Contact telephone number:</b>	
<b>Signature:</b>	
<b>Date</b>	