

Notice of Termination of Employment form–LSL Provision Savings

Churches of Christ Foundation (the Foundation)

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| Section A. Churches of Christ in Queensland (CofCQ) church or entity <i>(To be completed by the investment holder/employer)</i> | | | |
| Church/entity name: <i>(Investment holder)</i> | | | |
| LSL Provision Savings investment number: <i>(Kindly note: 'Investment' within this form refers to this LSL Provision Savings investment designated to the employee in Section B)</i> | | | |
| Payments will be made directly to investment holder's/employer's linked bank account <i>(Contact the Foundation, if the bank account has changed.)</i> | | | |
| Name of primary contact: | | | |
| Position title: | | Mobile: | |

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| Section B. Employee's confirmation of termination of employment <i>(To be completed by the employee)</i> | | | |
| Employee's full legal name: | | | |
| Mobile: | | | |
| Email address: | | | |
| Home address: | | | |
| Date commenced employment with employer in Section A: | | | |
| Date terminating employment with employer in Section A: | | | |
| Is the period of employment with the employer in Section A, 7 or more years? <i>*If yes, the employer (investment holder) must complete Section C.</i> | | Yes* | No |
| Are you commencing or seeking employment with another CofCQ employer? | | Yes | No |
| By signing below, you confirm the details you have provided in this section are correct: | | | |
| Signature of employee: | | Date: | |

Notice of Termination of Employment form–LSL Provision Savings – Version 3.1 as at 13/11/23

All funds derived from activities of Churches of Christ Foundation are used for wider work of Churches of Christ in Queensland (ABN: 28 953 930 342; Address: 41 Brookfield Road, Kenmore Qld 4069) and its constituted Churches

Section C. LSL accrued

*Period of employment is 7 years or more.

(To be completed by the investment holder/employer)

Long service leave - total hours accrued:

Calculated to the date of termination *(as per the legislative obligation)*

Long service leave- total accrued value

(hours accrued above in \$ value)

This amount will be paid as: **lump sum at termination** or
leave commencing on:

The accrued value amount must be included in the employee's termination payment or taken as long service leave prior to termination as the employer has a long service leave obligation to the employee. The accrued value amount, if available in the Investment, will be returned to the linked bank account of the employer in Section A. If insufficient contributions have been made, the balance of the Investment will be returned and the shortfall is the responsibility of the employer.

The rest of the form to be completed by the investment holder/employer.

**Determine which section: D, E or F needs to be completed,
depending on whether the terminating employee is:**

Section D. commencing employment with another CofCQ employer

Section E. looking for employment with another CofCQ employer (6 months grace period)

Section F. finishing employment - no plans to continue employment with any CofCQ employer

Once completed and signed in **Section G**, please return form to the Foundation by post or emailed as an attachment.

**Section D. Terminating employee is commencing employment with a new
CofCQ employer**

**A completed 'Investment Transfer to New CofCQ Employer Form' is
enclosed:**

Yes No

**If no, the employee is aware of their responsibility ensure their new
CofCQ employer completes the formalities to enable the Investment
to be transferred?**

Yes

(Please contact us if you have any questions)

Kindly note: The completed and returned 'Investment Transfer to New CofCQ Employer Form' is required to facilitate the transfer of the Investment and remaining balance to the new CofCQ employer.

Section E. Terminating employee is looking for employment with a new CofCQ employer (6 months grace period)

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|---|-------------|
| Commencement date: <i>(date employee commenced employment with their first CofCQ employer/church/entity, without any interruption in employment with CofCQ employer/s except for the grace period)</i> | |
| Date terminating employment with employer in Section A: | |
| Date 6 months from the date terminating employment: <i>(date grace period ends)</i> | |
| *7-year period Is the period between the 'commencement date' and the 'date terminating employment' 7 years or more? | Yes No |
| <p>Employment not found:</p> <p>If yes to the 7-year period question above and CofCQ employment not found, the Investment will be closed and the balance returned to the linked bank account of the employer provided in Section A. The balance must be paid to the employee with the applicable tax withheld in compliance with relevant legislation for taxation and long service leave termination payments.</p> <p>If no to the 7-year period question above and CofCQ employment not found within the 6 months grace period, the Investment will be closed and the balance refunded proportionately to all employers who contributed.</p> | |
| <p>Employment is found:</p> <p>If employment with a CofCQ employer is found, the Foundation must be notified and an 'Investment Transfer to New CofCQ Employer Form' must be completed and sent to the Foundation. This will facilitate the transfer of the Investment and remaining balance to the new CofCQ employer.</p> | |
| <p>Please note:</p> <ol style="list-style-type: none"> Grace period of 6 months is permitted if the employee has terminated employment but is looking to continue employment with another CofCQ employer. It is the employee's responsibility to notify the Foundation of employment with a CofCQ employer that will commence within the 6 months period and have an 'Investment Transfer to New CofCQ Employer Form'; completed and sent to the Foundation. | |

3. If the grace period concludes without notification being received by the Foundation, the Investment will be closed and the funds transferred to the linked bank account of the employer/s as per the *7-year period above.
4. The grace period will be excluded when calculating the years of service from the date of employment with their first CofCQ employer (*7-year period)
5. In the event that the employee is unable to find work by the end of the grace period, the termination of employment date is used for payments made under Section E.

**Section F. Terminating employee is finishing employment –
no plans to continue employment with a CofCQ employer**

Commencement date:

(date employee commenced employment with their first CofCQ employer/church/entity, without any interruption in employment with CofCQ employer/s except for the grace period)

Date terminating employment with employer in Section A:

***7-year period**

Is the period between the ‘commencement date’ and the ‘date terminating employment’ 7 years or more?

Yes No

If **yes**, the Investment will be closed and the balance returned to the linked bank account of the employer provided in Section A. The balance must be paid to the employee with the applicable tax withheld in compliance with relevant legislation for taxation, long service leave payments and bonus payments.

This amount will be paid as:

lump sum at termination or

leave commencing on:

If **no**, the Investment will be closed and the balance refunded proportionately to all employers who contributed.

Section G. Acknowledgement, authorisation and agreement

(to be signed as per the authorised signatory instructions for the employer in Section A.)

By signing this investment application form you:

1. authorise the actions contained on the form including the transfer of funds and Investment closure, if applicable; and
2. confirm this form has been completed accurately to the best of your knowledge; and

| | | |
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| <p>3. agree and acknowledge: the payment of any amounts to the employer does not relieve the employer from any future or current liability to the employee for long service leave as per the applicable legislation and any applicable industrial agreement; and</p> <p>4. agree and acknowledge: to process funds released for long service leave and long service like leave payments. These funds are paid to the employee via your payroll, including any fringe benefit arrangements, withholding tax and superannuation payments, if applicable, in compliance with applicable legislation and any applicable industrial agreement. This includes any contributions from prior contributing employers and earnings in the Investment; and</p> <p>5. agree and acknowledge: that only amounts up to the balance of the Investment are available for withdrawal for long service leave and long service like leave payments; and</p> <p>6. agree and acknowledge: if insufficient contributions have been made to cover the long service leave legislative obligations, any shortfall is the responsibility of the employer; and</p> <p>7. authorise transfer of the Investment to a new CofCQ employer, if the employee finishes employment and commences employment with another Church of Christ in Queensland employer, where the intention is indicated on Section B and either Sections D or E of this form and is within the grace period. Kindly note: this will only occur when a fully completed 'Investment Transfer to New CofCQ Employer Form' has been submitted to the Foundation. This is the responsibility of the employee.</p> | | |
| | <i>Authorised signatory (A)</i> | <i>Authorised signatory (B)</i> |
| Full name: | | |
| Position title: | | |
| Signature: | | |
| Date: | | |

Email: this form to: Foundation@cofcqld.com.au

Postal: Reply Paid 469, Kenmore QLD 4069

Web: www.cofc.com.au/Foundation

Phone: (07) 3327 1628 1300 659 644

- **Kindly note:** this instruction will only be accepted and actioned, once it is completed to the satisfaction of the Foundation and all supporting documents that fulfil the requirements have been received.