



# Public Sector Skills and Experience Retention Entitlement

## Election to Convert Entitlement to a Monetary Amount

**Election to convert entitlement to a monetary amount**

Make sure all details are recorded correctly by following these simple steps ►

**Must be submitted between 1 July and 31 August**

- 1 Provide your details**
- 2 Sign the form**

**Any questions regarding completion of this form?**  
Contact Shared Services SA  
retll@sharedservices.sa.gov.au

**Send the completed form to:**  
GPO Box 11026 Adelaide, SA 5001  
Attn: Functional Teams – Level 19  
- or -  
retll@sharedservices.sa.gov.au

### Employee Details

**1** Surname  First name

Department  Employee number

Branch/Section  Email Address

Employment status:  Full time  Part time  Casual Telephone (work)

### Nomination To Convert To A Monetary Amount

**2** *I declare that I have accrued sufficient leave and request that this leave be converted to a monetary amount.*

*As an eligible employee, I am electing to convert my accrued Retention Leave Entitlement for the previous financial year only to a monetary value. The rate of monetary value will be at \$180 per day for 2011/2012 & 2012/2013 financial years only, then indexed on an annual basis by the Consumer Price Index in accordance with the Regulations commencing from the 2013/14 financial year onwards.*

Financial Year

Employee's signature  Date

### Payroll Use Only

Database Identifier

Days  Hours  Pay Period

Initials  Date

Signature





## Public Sector Skills and Experience Retention Entitlement - Notes

The Public Sector Skills and Experience Retention Entitlement (Retention leave) applies to public sector employees who have completed 15 or more years of effective service (eligible employees) and who are employed under the Education Act 1972, Parliament (Joint Services) Act 1985 or Public Sector Act 2009 (PS Act) and who is subject to the long service leave entitlements provided in the PS Act, either as a result of clause 13 of the Public Sector Regulations 2010 or some other industrial instrument (i.e. an Enterprise Agreement).

Further information about the effect of the new Retention leave can be found in Commissioner's Determination 3.1 (or on the SA Health Manual website).

### 1 Employee Details

Complete your details, including your name, department, employee number, branch/section, email address, employment status and business hours contact phone number.

### 2 Nomination To Convert To A Monetary Amount

Retention Leave will begin accruing from 1 July 2012.

The Retention leave will be phased in for eligible employees (accrued based on hours worked) as follows:

- Up to two (2) working days entitlement in the 2012-13 financial year
- Up to three (3) working days entitlement in the 2013-14 financial year
- Fixed at a maximum of four (4) working days entitlement from the 2014-15 financial year onwards

A transitional entitlement of up to two (2) working days is also provided for an eligible employee who has attained or attains 15 years of effective service prior to or during the 2011-12 financial year and is an eligible employee on 1 July 2012.

Between 1 July and 31 August (inclusive) immediately following the financial year in which an entitlement to Retention leave accrued, an eligible employee may elect to convert the entitlement to an amount fixed by the Public Sector Regulations 2010 (the Regulations).

Where prior to 1 July and 31 August in a given year, an eligible employee has already taken part of the entitlement accrued in the previous financial year, the eligible employee may elect to convert the remainder. An adjustment to the amount paid will be made where a portion of a working day is converted to a monetary amount.

The first period during which an eligible employee may elect to convert their entitlement to a monetary amount commences on 1 July 2013. During the period 1 July – 31 August 2013 (inclusive) an eligible employee may elect to convert the entitlement accrued during the 2011/2012 financial year (transitional period), and the entitlement accrued during the 2012/2013 financial year.

Employees electing to be paid a monetary amount for the previous year's retention leave entitlement can only elect to convert the entire balance for that financial year. Conversion of a proportion of the previous financial year's entitlement is not permitted.

The amount fixed by the Regulations as the monetary amount to be paid for each working day of Retention leave for the financial year 2011/2012 is \$180 (indexed annually).

If Retention leave entitlement is not taken within 5 years of the end of the financial year in which it accrues, it will be lost (and a sum equal to the monetary value of any entitlement that is lost will not be payable). An exception applies to Retention leave accrued during the transition period 2011/2012. No Retention leave entitlement will be lost before 1 July 2018.

To elect to receive a payment an employee must complete and submit the nomination form to Shared Services SA by 31st August following the financial year in which the entitlement accrued.