CESSATION OF EMPLOYMENT

This form should be completed when an employee has separated from Commonwealth or ACT Government employment.

COMPLETING THIS FORM

Please complete this form and return it to: workerscomp@anu.edu.au

Or by mail to:

Claims Management Team, Work Environment Group
10B East Road, Chancelry Building
Australian National University
ACTON ACT 2601

DISCLOSING AND SHARING INFORMATION

Please note that the information contained within the employee's claim and related documents may contain personal information that is sensitive and confidential. You should ensure that you comply with your obligations under the *Privacy Act 1988*, including only disclosing or using the information when responding to or managing the employee's claim.

For more information call 02 6125 5111 or visit our website at www.anu.edu.au/privacy.

EMPLOYEE DETAILS

ANU claim reference number (if known)	/
Surname	
Given name(s)	
Date of birth	/ /
Postal address	
Date of injury	/ /
AGS number	

EMPLOYMENT DETAILS ON CESSATION

Normal Weekly Earnings (NWE)

Date of effect	/ /
Base weekly earnings (not including overtime)	$
Weekly overtime earnings	$
Allowances	$

Employee's classification

Employee's job title

Paid to close of business

Date of cessation

Reason for cessation

☐ Resignation   ☐ Retirement (type)

☐ Other (specify)

At the date of separation was the employee in the same employment (role/classification) as at the date of injury?

☐ Yes   ☐ No

If no, you must also include details of what their NWE would be <u>now</u> had they continued in that same employment that they were in at the date of their injury.

Normal Weekly Earnings (NWE)—position held at date of injury

Date of effect	/ /
Base weekly earnings (not including overtime)	$
Weekly overtime earnings	$
Allowances	$

Employee's classification at date of injury

Employee's job title at date of injury

Date application forwarded to superannuation scheme or fund   /   /

Name of personnel officer

Signature   Date   /   /

Contact telephone number   (   )

Customer/Department