



2% Special Long Service Pay Retention Date Request

The UNA Collective Agreement provides a long service pay adjustment (LSPA) for nurses who have maintained licensure with a professional body for 20 years or more.

Use this form to request 2% Long Service Retention Pay or to change your current long service date.

Eligible employees will receive the 2% Special Long Service Pay Adjustment from the date proof is provided to the Employer.

This request will not be processed if supporting documents are not provided.

| Employee Information | | |
|---|------------------------------|---|
| Employee Name | Employee ID | Record No. |
| Department | Site | <input type="checkbox"/> Documentation Provided "Proof of Eligibility" |
| I declare that the documentation and information provided is full and accurate and that false information or altered documentation may result in discipline. | | |
| Employee Signature | Date (yyyy-Mon-dd) | Phone Number |
| EMPLOYEE FORM SUBMISSION: Submit proof of eligibility and the completed form through the HR Contact Centre ServiceHub . You must have your network credentials to submit through the ServiceHub. Refer to the Long service pay adjustment section of the UNA Employment Agreement on the New Employee Page on how submit your request through the HR Contact Centre ServiceHub. | | |
| HR Business Support & System Solutions Authorization only | | |
| 2% Long Service Retention Pay | | |
| 2% Special Long Service Retention Date (yyyy-Mon-dd) | Effective Date (yyyy-Mon-dd) | |
| Long Service Date Change | | |
| From (yyyy-Mon-dd) | To (yyyy-Mon-dd) | Effective Date (yyyy-Mon-dd) |
| Comments | | |
| | | |
| Approved by | | |
| Name (Please print) | Signature | Date (yyyy-Mon-dd) |