



## 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
<p><b>EMPLOYEE FORM SUBMISSION:</b> Submit proof of eligibility and the completed form through the <a href="#">HR Contact Centre ServiceHub</a>. You must have your network credentials to submit through the ServiceHub.</p> <p>Refer to the Long service pay adjustment section of the <a href="#">UNA Employment Agreement</a> on the New Employee Page on how submit your request through the HR Contact Centre ServiceHub.</p>			
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)	