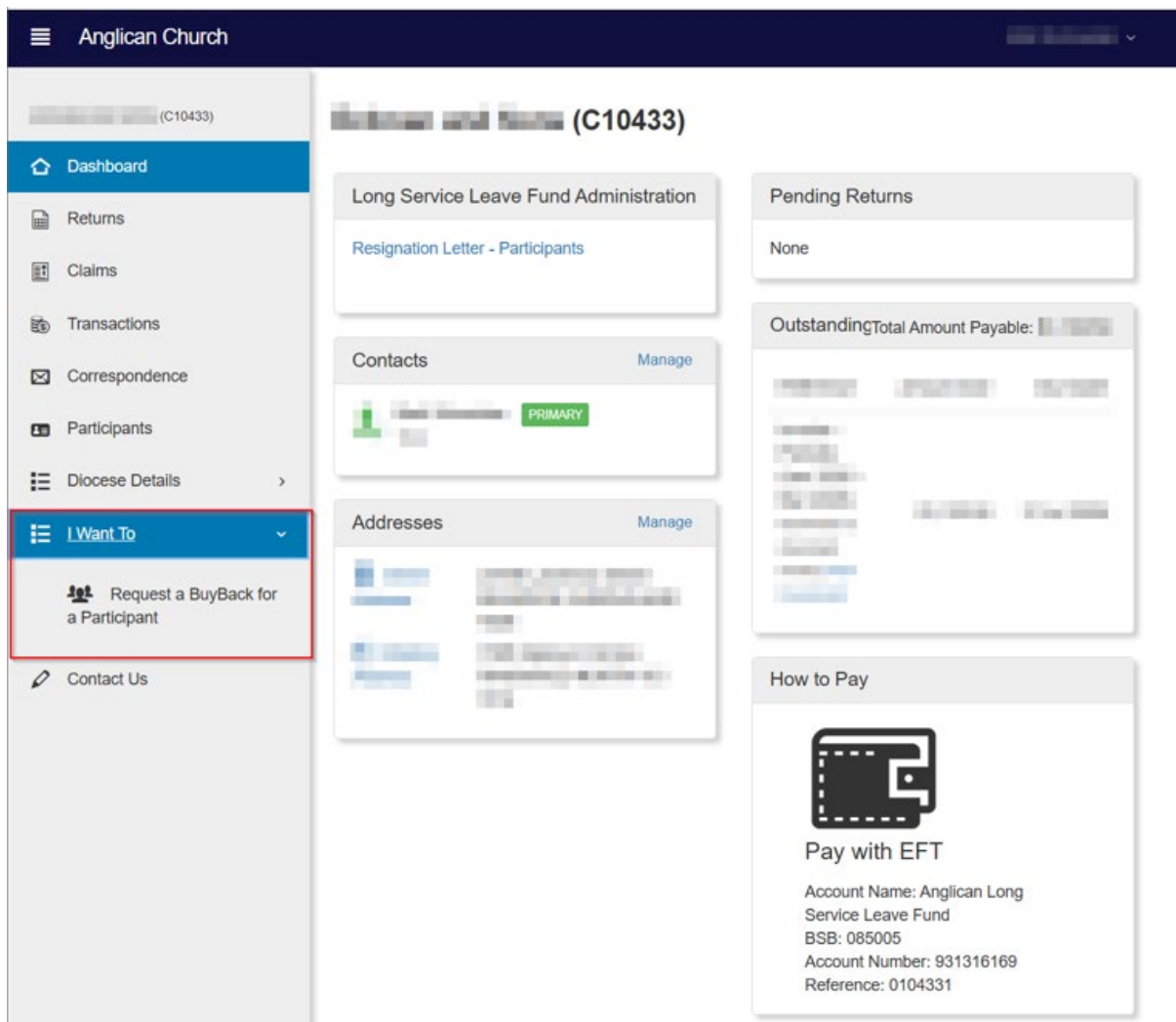


Introduction

This document outlines how a participating organisation can request a buy-back through the portal for review by the Long Service Leave Fund (LSLF). A buy-back request allows the organisation to provide details of missing participant contribution periods and submit the supporting information required for assessment.

Requesting a Buy-Back

A participating organisation can request a buy-back for any missing participant contributions through the portal.



The screenshot displays the Anglican Church Long Service Leave Fund Administration portal. The top navigation bar shows the user is logged in as 'Anglican Church'. The sidebar on the left contains a list of navigation options: Dashboard, Returns, Claims, Transactions, Correspondence, Participants, Diocese Details, and 'I Want To'. The 'I Want To' section is highlighted with a red box, showing a link to 'Request a BuyBack for a Participant'. The main content area is titled '(C10433)' and contains several sections: 'Long Service Leave Fund Administration' with a link to 'Resignation Letter - Participants', 'Contacts' with a 'Manage' link, 'Addresses' with a 'Manage' link, 'Pending Returns' showing 'None', 'Outstanding Total Amount Payable' showing a table of amounts, and 'How to Pay' with a 'Pay with EFT' section. The 'How to Pay' section includes a QR code and the following details: Account Name: Anglican Long Service Leave Fund, BSB: 085005, Account Number: 931316169, and Reference: 0104331.

The participating organisation must complete the buy-back form with the missing period and the participant's personal information. All fields must be completed, and all required information must be provided. This gives the LSLF the evidence needed to review and approve the buy-back request promptly.

Form: Request a BuyBack for a Participant

Request a BuyBack for a Participant

1. Participating Organisation

Test Organisation

2. Name of participant

Test Participant

3. Is the participant a current member of the LSLF?

☒ Yes ☐ No - if not they are not eligible for a buyback.

4. Participant member number

1234567

5. Specify the Buyback period requested

Start date	End date	FTE
10/01/2025	31/03/2025	1

Remove Period

Add Period

6. Is the participant a member of clergy who receives an ordinary stipend?

☒ Yes ☐ No

7. When did the participant commence work with your organisation?

01/01/2012

8. When did the participant become a stipendiary minister in the Anglican Church?

01/01/2012

9. Date participant commenced working under the licence of a Bishop of the Anglican Church?

01/01/2012

10. Date participant received a licence from a Bishop of the Anglican Church?

01/01/2012

11. Reason for buyback

Testing

Has the participant previously received a long service leave entitlement for the period covered in this

12. buyback?

☒ Yes ☐ No

13. Does the participant intend to take long service leave or retire within the next 18 months?

☒ Yes ☐ No

Once information is filled in,
organisation can click the submit
button

Submit Cancel

After the form is submitted, the LSLF aims to complete the process within 10 business days. During this time, the LSLF may contact the participating organisation for additional information about the buy-back request.