**Australia Post – Natural Disaster Support application form**

**(Employees)**

Australia Post is committed to providing support and assistance to members of our workforce who have been directly impacted by a natural disaster (such as bushfires, floods or cyclones). Natural Disaster Support also extends to civil disasters, such as the collapse of a building.

As set out in the Group Natural Disaster Support policy, Australia Post is committed to:

* providing **up to $2,000** to assist with food, clothing and/or short-term accommodation for our people and their immediate family; and / or
* allowing eligible employees to apply to take time away from the workplace for **up to 4 weeks**, to deal with the impacts of the natural disaster, without loss of salary or the deduction of leave credits.
  + You will need to apply for leave through OurPost – in accordance with usual leave application processes, and select the leave code: “Natural/Civil Disaster Leave – General Leave with Pay” or “Natural/Civil Disaster Leave – General Leave without Pay” for any leave in addition to 4 weeks.

Please complete the details below and follow the below steps for approval

**Step 1:** team member affected by natural disaster (or their leader if the team member is unable to) is to complete the application. Where possible, any relevant evidence (e.g. receipts, photos) should be provided in support of the application.

**Step 2:** form is returned to People Leader to be signed and shared with General Manager for approval

**Step 3:** People Leader or General Manager submits completed and approved form via the People Services Portal (note the submitter will need to be an APG employee to access the portal)

**Step 4:** P&C will check eligibility for the payment as per the Policy. P&C will then issue a letter to the applicant once processed.

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| **Name:** | **APS number:** |
| **Facility Name:** |  |
| **State:** | **Business Unit:** |

Please indicate below required assistance:

|  |  |
| --- | --- |
| **Reason for assistance** |  |
| **Amount required (up to $2000)** |  |

If approved, payment will be made into the bank account nominated on our payroll system (e.g. the same account as your fortnightly salary).

By submitting this form, I am confirming that I have been directly impacted by a natural disaster and commit to utilising the monies provided to me by Australia Post for the purpose of purchasing emergency food, clothing and/or accommodation for myself and my immediate family.

Approved by:

|  |  |
| --- | --- |
| **People Leader** |  |
| **Business Unit General Manager** |  |

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_