2011 EMPLOYER RETURN FORM CONTRIBUTION DAY CALENDAR FOR A STANDARD 5 DAY WEEK

The time saving way to calculate contribution days.

Return forms are mailed to Employers registered in the Construction Industry Portable Paid Long Service Leave Scheme at the end of every three month period. They must be completed and returned to the Board by the due date shown on the calendar.
The aim of this 2011 calendar is to assist employers to calculate the number of contribution days to be shown on the Return for those employees who work solely on construction work as defined (See overleaf).

The calendar enables the calculation of:-

- The number of contribution days from the start of a period to a cease date:- **for employees who have ceased during a period.**
- The number of contribution days from a start date to the end of a period:- **for employees who have commenced during a period.**

See for yourself how easy it is to use.

For example, an employee who ceased work on the 17th of January would have a maximum of **11** contribution days for **Period One.**
An employee who started work on the 21st of January and worked until the end of March would have a maximum of **50** contribution days for **Period One.**
For information on how to complete your Employer Return Form, see overleaf or contact the Board.

CONSTRUCTION INDUSTRY LONG SERVICE LEAVE PAYMENTS BOARD
PO Box 1333, West Perth W.A. 6872
Telephone (08) 9476 5400 Facsimile (08) 9321 5404
Freecall 1800 198 136 (Toll Free)

January to March maximum 64 Days

JANUARY — RETURNS DUE

Date	S 1	S 2	M 3	T 4	W 5	Th 6	F 7	S 8	S 9	M 10	T 11	W 12	Th 13	F 14	S 15	S 16	M 17	T 18	W 19	Th 20	F 21	S 22	S 23	M 24	T 25	W 26	Th 27	F 28	S 29	S 30	M 31
C/days from start of period			1	2	3	4	5			6	7	8	9	10			11	12	13	14	15			16	17	18	19	20			21
C/days to end of period			64	63	62	61	60			59	58	57	56	55			54	53	52	51	50			49	48	47	46	45			44

MARCH — RETURNS SENT

Date	T 1	W 2	Th 3	F 4	S 5	S 6	M 7	T 8	W 9	Th 10	F 11	S 12	S 13	M 14	T 15	W 16	Th 17	F 18	S 19	S 20	M 21	T 22	W 23	Th 24	F 25	S 26	S 27	M 28	T 29	W 30	Th 31
C/days from start of period	42	43	44	45			46	47	48	49	50			51	52	53	54	55			56	57	58	59	60			61	62	63	64
C/days to end of period	23	22	21	20			19	18	17	16	15			14	13	12	11	10			9	8	7	6	5			4	3	2	1

MAY

Date	S 1	M 2	T 3	W 4	Th 5	F 6	S 7	S 8	M 9	T 10	W 11	Th 12	F 13	S 14	S 15	M 16	T 17	W 18	Th 19	F 20	S 21	S 22	M 23	T 24	W 25	Th 26	F 27	S 28	S 29	M 30	T 31
C/days from start of period		22	23	24	25	26			27	28	29	30	31			32	33	34	35	36			37	38	39	40	41			42	43
C/days to end of period		44	43	42	41	40			39	38	37	36	35			34	33	32	31	30			29	28	27	26	25			24	23

July to September maximum 66 Days

JULY — RETURNS DUE

Date	F 1	S 2	S 3	M 4	T 5	W 6	Th 7	F 8	S 9	S 10	M 11	T 12	W 13	Th 14	F 15	S 16	S 17	M 18	T 19	W 20	Th 21	F 22	S 23	S 24	M 25	T 26	W 27	Th 28	F 29	S 30	S 31
C/days from start of period	1			2	3	4	5	6			7	8	9	10	11			12	13	14	15	16			17	18	19	20	21			
C/days to end of period	66			65	64	63	62	61			60	59	58	57	56			55	54	53	52	51			50	49	48	47	46			

SEPTEMBER — RETURNS SENT

Date	Th 1	F 2	S 3	S 4	M 5	T 6	W 7	Th 8	F 9	S 10	S 11	M 12	T 13	W 14	Th 15	F 16	S 17	S 18	M 19	T 20	W 21	Th 22	F 23	S 24	S 25	M 26	T 27	W 28	Th 29	F 30
C/days from start of period	45	46			47	48	49	50	51			52	53	54	55	56			57	58	59	60	61			62	63	64	65	66	
C/days to end of period	22	21			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1	

NOVEMBER

Date	T 1	W 2	Th 3	F 4	S 5	S 6	M 7	T 8	W 9	Th 10	F 11	S 12	S 13	M 14	T 15	W 16	Th 17	F 18	S 19	S 20	M 21	T 22	W 23	Th 24	F 25	S 26	S 27	M 28	T 29	W 30
C/days from start of period	22	23	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41	42	43
C/days to end of period	44	43	42	41			40	39	38	37	36			35	34	33	32	31			30	29	28	27	26			25	24	23

FEBRUARY

Date	T 1	W 2	Th 3	F 4	S 5	S 6	M 7	T 8	W 9	Th 10	F 11	S 12	S 13	M 14	T 15	W 16	Th 17	F 18	S 19	S 20	M 21	T 22	W 23	Th 24	F 25	S 26	S 27	M 28
C/days from start of period	22	23	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41
C/days to end of period	43	42	41	40			39	38	37	36	35			34	33	32	31	30			29	28	27	26	25			24

April to June maximum 65 Days

APRIL — RETURNS DUE

Date	F 1	S 2	S 3	M 4	T 5	W 6	Th 7	F 8	S 9	S 10	M 11	T 12	W 13	Th 14	F 15	S 16	S 17	M 18	T 19	W 20	Th 21	F 22	S 23	S 24	M 25	T 26	W 27	Th 28	F 29	S 30
C/days from start of period	1			2	3	4	5	6			7	8	9	10	11			12	13	14	15	16			17	18	19	20	21		
C/days to end of period	65			64	63	62	61	60			59	58	57	56	55			54	53	52	51	50			49	48	47	46	45		

JUNE — RETURNS SENT

Date	W 1	Th 2	F 3	S 4	S 5	M 6	T 7	W 8	Th 9	F 10	S 11	S 12	M 13	T 14	W 15	Th 16	F 17	S 18	S 19	M 20	T 21	W 22	Th 23	F 24	S 25	S 26	M 27	T 28	W 29	Th 30
C/days from start of period	44	45	46			47	48	49	50	51			52	53	54	55	56			57	58	59	60	61			62	63	64	65
C/days to end of period	22	21	20			19	18	17	16	15			14	13	12	11	10			9	8	7	6	5			4	3	2	1

AUGUST

Date	M 1	T 2	W 3	Th 4	F 5	S 6	S 7	M 8	T 9	W 10	Th 11	F 12	S 13	S 14	M 15	T 16	W 17	Th 18	F 19	S 20	S 21	M 22	T 23	W 24	Th 25	F 26	S 27	S 28	M 29	T 30	W 31
C/days from start of period	22	23	24	25	26			27	28	29	30	31			32	33	34	35	36			37	38	39	40	41			42	43	44
C/days to end of period	45	44	43	42	41			40	39	38	37	36			35	34	33	32	31			30	29	28	27	26			25	24	23

October to December maximum 65 Days

OCTOBER — RETURNS DUE

Date	S 1	S 2	M 3	T 4	W 5	Th 6	F 7	S 8	S 9	M 10	T 11	W 12	Th 13	F 14	S 15	S 16	M 17	T 18	W 19	Th 20	F 21	S 22	S 23	M 24	T 25	W 26	Th 27	F 28	S 29	S 30	M 31
C/days from start of period			1	2	3	4	5			6	7	8	9	10			11	12	13	14	15			16	17	18	19	20			21
C/days to end of period			65	64	63	62	61			60	59	58	57	56			55	54	53	52	51			50	49	48	47	46			45

DECEMBER — RETURNS SENT — Due 16 January 2012

Date	Th 1	F 2	S 3	S 4	M 5	T 6	W 7	Th 8	F 9	S 10	S 11	M 12	T 13	W 14	Th 15	F 16	S 17	S 18	M 19	T 20	W 21	Th 22	F 23	S 24	S 25	M 26	T 27	W 28	Th 29	F 30	S 31
C/days from start of period	44	45			46	47	48	49	50			51	52	53	54	55			56	57	58	59	60			61	62	63	64	65	
C/days to end of period	22	21			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1	

◆ RETURNS DUE ● RETURNS SENT

Statement of service sent to employees.