

2014 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 with payment to MyLeave by the due date shown on the calendar.

The aim of this 2014 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 **13** contribution days for **Period One**.

An employee who started work on the 23rd of January and worked until the end of March would have a maximum of **48** contribution days for **Period One**.

For information on how to complete your Employer Return Form, see overleaf or contact MyLeave.



CONSTRUCTION
INDUSTRY
LONG SERVICE
LEAVE SCHEME

PO Box 1333, West Perth W.A. 6872
Telephone (08) 9476 5400 Facsimile (08) 9321 5404
Freecall 1800 198 136
www.myleave.wa.gov.au hi@myleave.wa.gov.au

January to March maximum 64 Days

JANUARY

	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F							
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	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	22	23
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	43	42

RETURNS DUE

MARCH

	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M							
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	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
C/days to end of period			21	20	19	18	17			16	15	14	13	12			11	10	9	8	7			6	5	4	3	2			1

RETURNS SENT

MAY

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

July to September maximum 66 Days

JULY

	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	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	22	23
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	45	44

RETURNS DUE

SEPTEMBER

	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T							
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	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

RETURNS SENT

NOVEMBER

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

RETURNS SENT

FEBRUARY

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

April to June maximum 65 Days

APRIL

	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	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	22
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	44

RETURNS DUE

JUNE

	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	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
C/days to end of period		21	20	19	18	17			16	15	14	13	12			11	10	9	8	7			6	5	4	3	2			1

RETURNS SENT

AUGUST

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

October to December maximum 66 Days

OCTOBER

	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	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	22	23
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	45	44

RETURNS SENT

DECEMBER

	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	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	66
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

Due 15 January 2015

◆ RETURNS DUE

● RETURNS SENT



Statement of service sent to employees.

HOW TO COMPLETE THE RETURN



ADDITIONAL INFORMATION

CONSTRUCTION INDUSTRY LONG SERVICE LEAVE PAYMENTS BOARD – WESTERN AUST
ABN 43 638 379 092

ADDRESS P.O. BOX 1333, WEST PERTH, W.A 6872
OR
1ST FLOOR 26 COLIN STREET, WEST PERTH, W.A. 6005
TELEPHONE: (08) 9476 5400 OR 1800 196 136 FAX No: (08) 9321 5404
FOR THE PERIOD **January/March 2014**
Max Days 64 (For a standard 5 day week)

EMPLOYER RETURN FORM

THE ORIGINAL OF THIS RETURN FORM IS TO BE COMPLETED AND SUBMITTED TO THE BOARD BY THE DUE DATE: **15 April 2014**

PENALTY: PENALTIES APPLY FOR FAILURE TO LODGE THIS RETURN WITH INFORMATION REQUIRED AND PAY THE CONTRIBUTION AMOUNT BY THE DUE DATE.

- NOTE: IF A REFERENCE NUMBER IS PREFIXED BY A "3" (E.G.3000000) THEN THAT EMPLOYEE IS NOT REGISTERED WITH MYLEAVE.
- ENSURE ALL THE EMPLOYEES YOU ENGAGE IN THE CONSTRUCTION INDUSTRY ARE LISTED HERE. ADD ANY NOT LISTED.
- SHOW THE NUMBER OF DAYS THE EMPLOYEE WORKED IN THE CONSTRUCTION INDUSTRY HERE (REFER 'CONTRIBUTION DAYS'). A SEPARATE COLUMN IS PROVIDED FOR ANNUAL LEAVE TAKEN DURING THE PERIOD.
- EXCEPT FOR APPRENTICES SHOW HERE THE GROSS AMOUNT PAYABLE (REFER ORDINARY PAY) FOR THE TOTAL NUMBER OF DAYS SHOWN IN COLUMN 3 (C+D).
- IF THE EMPLOYEE CEASED DURING THE PERIOD SHOW THE DATE HERE.
- IF ADDING AN EMPLOYEE TO THE RETURN SHOW THE START DATE, DATE OF BIRTH AND ADDRESS OF THE EMPLOYEE HERE.
- USE THE COMMENTS AREA TO ADVISE MYLEAVE OF ANY RELEVANT INFORMATION CONCERNING EMPLOYEES.
- ADD COLUMN 4.SHOW THE TOTAL IN THE BOX AND CALCULATE THE CONTRIBUTION DUE TO MYLEAVE.

1 EMPLOYEE REGISTRATION OR REFERENCE NUMBER	2 EMPLOYEE SURNAME AND INITIALS	3 CONTRIBUTION DAYS		4 GROSS PAY FOR CONTRIBUTION DAYS (COLUMN 2) (C + D) SHOW WHOLE DOLLARS ONLY \$	5 EMPLOYEE CEASE DATE	NEW EMPLOYEE DETAILS		
		C ANNUAL LEAVE DAYS	D DAYS EXCL (C)			6 EMPLOYEE START DATE	7 EMPLOYEE DATE OF BIRTH	8 ADDRESS/COMMENTS
3000000	ANDERSON T.C.	4	40	8192				

*****START DATE, DATE OF BIRTH AND ADDRESS MUST BE SHOWN*****
*****FOR ALL EMPLOYEES ADDED BELOW THIS LINE*****

	Smith John		42	7140		4/1/13	9/2/90	12 Ocean St, Riverton

EMPLOYER NUMBER:
RETURN NUMBER:
NOTE: NO GST IS PAYABLE ON THIS CONTRIBUTION

TOTAL Col. 4 = \$ (WHOLE \$ ONLY)

15332

CONTRIB. RATE X 1.9%

CONTRIB. AMOUNT = \$ (SHOW EXACT AMOUNT)

291.31

INTERNET PASSWORD XXXX

SIGNATURE OF EMPLOYER DATE

METHODS OF PAYMENT

- NOTES: 1. THE REFERENCE NUMBER CHANGES EACH PERIOD.
2. MASTERCARD AND VISA PAYMENTS TO A MAXIMUM OF \$10000.



Billers Code: 2782
Ref: XXXX XXXX XX

Telephone & Internet Banking – BPay Call your bank, credit union or building society to make this payment from your cheque, savings or credit card account, More Info. www.bpay.com.au



CREDIT CARD (MasterCard or Visa)
Reference Number XXXX XXXX XX
Pay By Phone: 1800 773 043
Pay Using the Internet paybill.myleave.wa.gov.au

PAID BY

- BPAY
CREDIT CARD
RECEIPT NUMBER
CHEQUE ENCLOSED

CONTRIBUTION DAYS

CONTRIBUTION DAYS INCLUDE PART DAYS AND WEEKENDS (WHEN PENALTY RATES DO NOT APPLY), ON SITE, IN THE CONSTRUCTION INDUSTRY ON WHICH AN EMPLOYEE IS ENTITLED TO RECEIVE ORDINARY PAY. THIS INCLUDES ROSTERED DAYS OFF, PUBLIC HOLIDAYS, ANNUAL LEAVE, PAID SICK LEAVE AND WORKERS COMPENSATION.
NOTE: PART DAYS IN THE CONSTRUCTION INDUSTRY ARE COUNTED AS FULL DAYS.

WEBSITE

MYLEAVE'S WEBSITE AT WWW.MYLEAVE.WA.GOV.AU ENABLES YOU TO LODGE YOUR EMPLOYER RETURN FORM 24 HOURS A DAY 7 DAYS A WEEK BY THE DUE DATE.

DEFINITION OF EMPLOYEE

AN EMPLOYEE IS A PERSON WHO IS ENGAGED ON SITE AND EMPLOYED UNDER CONTRACT OF SERVICE OR APPRENTICESHIP IN A CLASSIFICATION OF WORK REFERRED TO IN A PRESCRIBED INDUSTRIAL INSTRUMENT RELATING TO THE CONSTRUCTION INDUSTRY THAT IS A PRESCRIBED CLASSIFICATION (SEE MYLEAVE'S WEBSITE). CASUAL WORKERS AND LABOUR ONLY SUB CONTRACTORS ARE INCLUDED.

CONSTRUCTION INDUSTRY WORK

THIS IS ANY ON SITE WORK IN THE CONSTRUCTION INDUSTRY. NOTE: ON SITE CONSTRUCTION INDUSTRY WORK COVERS MORE THAN JUST WORK ASSOCIATED WITH "MAJOR" CONSTRUCTION SITES. IT INCLUDES WORK ON BUILDINGS WHETHER COMMERCIAL, INDUSTRIAL OR DOMESTIC, NEW OR EXISTING AND INCLUDES THE INSTALLATION, MAINTENANCE OF OR REPAIRS TO FIXTURES OR WORKS FOR USE ON OR FOR THE USE OF ANY BUILDINGS OR WORKS. IT DOES NOT INCLUDE WORK IN AN EMPLOYER'S WORKSHOP OR FACTORY.

ORDINARY PAY

IF THE EMPLOYEE IS ENTITLED TO PAID LEAVE

THE ORDINARY RATE OF PAY IS THE RATE OF PAY DUE TO AN EMPLOYEE FOR PAID LEAVE, EXCLUDING THE LEAVE LOADING BUT INCLUDING AMOUNTS SUCH AS RENTAL ALLOWANCE, UTILITIES ALLOWANCE, LIVING AWAY FROM HOME ALLOWANCE ETC (IF THESE ALLOWANCES ARE DUE TO AN EMPLOYEE WHEN ON PAID LEAVE) AND BASED ON A 38 HOUR WEEK UNLESS A FORMAL INDUSTRIAL INSTRUMENT PROVIDES OTHERWISE.

FOR INSTANCE THE PAY RATE INCLUDES ANY OVER AWARD PAYMENT PAID AS ORDINARY PAY AS THIS WOULD BE THE PAY RATE PAYABLE TO AN EMPLOYEE WHEN GOING ON ANNUAL LEAVE.

IF THE EMPLOYEE IS NOT ENTITLED TO PAID LEAVE

FOR INSTANCE WHERE AN ALL UP RATE APPLIES OR THE PERSON IS EMPLOYED AS A CASUAL THEN THE ORDINARY RATE OF PAY TO BE USED IS THE RATE OF PAY PAYABLE FOR ORDINARY HOURS WHICH CAN BE LESS THAN BUT NO GREATER THAN 38 HOURS PER WEEK UNLESS A FORMAL INDUSTRIAL INSTRUMENT PROVIDES OTHERWISE. FOR INSTANCE THE ORDINARY RATE OF PAY FOR CASUALS INCLUDES THE CASUAL LOADING AND THIS HIGHER RATE OF PAY FOR THE HOURS WORKED UP TO 38 HOURS PER WEEK SHOULD THEN BE USED AS THE ORDINARY PAY RATE

GROSS PAY FOR CONTRIBUTION PURPOSES

IS THE TOTAL ORDINARY PAY PAYABLE FOR DAYS LISTED IN COLUMN 3 (C+D).

WORKING DIRECTORS

FOR WORKING DIRECTORS THE RATE IS TO BE THE 'ORDINARY' OR USUAL PAY DRAWN DOWN AS WAGES ON A DEFINED, REGULAR, AT LEAST MONTHLY BASIS, THAT THEY PAY TAX ON A PAYG BASIS FOR, HAVE WAGE RECORDS FOR AND ARE ISSUED A PAYG PAYMENT SUMMARY AT THE END OF EACH FINANCIAL YEAR FOR.

APPRENTICES

NO CONTRIBUTION IS PAYABLE FOR APPRENTICES BUT YOU MUST SHOW THE DAYS IN THE INDUSTRY IN COLUMN 3D. SHOW (APP) IN THE GROSS PAY COLUMN.

FOR FURTHER ASSISTANCE CALL MYLEAVE ON (08) 9476 5400. COUNTRY CALLERS 1800 198 136 (TOLL FREE)