## 2017 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 2017 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 16th of January would have a maximum of 11 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 50 contribution days for Period One.

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



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 n	naximun	n 65 Days	RETURNS DUE
JANUARY —	1 1		
Date	S M T	W Th F S S M T W TI 4 5 6 7 8 9 10 11 12	
C/days from start of period	1 2	3 4 5 6 7 8 9	, , , , , , , , , , , , , <del>, ,</del> , , , ,
C/days to end of period	65 64	63 62 61 60 59 58 5	7 56 55 54 53 52 51 50 49 48 47 46 45
			RETURNS SENT
MARCH ———			
Date	W Th F	S S M T W Th F S S 4 5 6 7 8 9 10 11 12	
C/days from start of period		46 47 48 49 50	51 52 53 54 55 56 57 58 59 60 61 62 63 64 6
C/days to end of period	23 22 21	20 19 18 17 16	15 14 13 12 11
MAY			
Date C/days from start of period	1 2 3	4 5 6 7 8 9 10 11 12 24 25 26 27 28 29 30	
C/days to end of period			
July to September I	maximuı	m 65 Days	RETURNS DUE
JULY —			RETURNS DUE
	s   <b>s</b>   M	T   W   Th   F   S   S   M   T   W	
Date C/days from start of period	1 2 3	4 5 6 7 8 9 10 11 12 2 3 4 5 6 7 8	
C/days to end of period		64 63 62 61 60 59 58	
SEPTEMBER			RETURNS SENT
SEPTEMBER	F   S   <b>S</b>	M T W Th F S  <b>S</b>  M T	
Date	1 2 3	4 5 6 7 8 9 10 11 12	W Th F S S M T W Th F S S M T W Th F S 2 2 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>Date</b> C/days from start of period	1 2 3 45	4     5     6     7     8     9     10     11     12       46     47     48     49     50     51     52	W Th F S S M T W Th F S S M T W Th F S 21 32 4 25 26 27 28 29 30 61 62 63 64 65
Date	1 2 3 45	4 5 6 7 8 9 10 11 12 46 47 48 49 50 51 52	W Th F S S M T W Th F S S M T W Th F S 2 2 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>Date</b> C/days from start of period  C/days to end of period	1 2 3 45	4     5     6     7     8     9     10     11     12       46     47     48     49     50     51     52	W Th F S S M T W Th F S S M T W Th F S 21 32 4 25 26 27 28 29 30 61 62 63 64 65
<b>Date</b> C/days from start of period	1 2 3 45 21	4 5 6 7 8 9 10 11 12 46 47 48 49 50 51 51 52 20 19 18 17 16 15 15	W Th F S S M T W Th F S S M T W Th F S 21 3 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 21 3 14 15 16 17 18 19 20 21 6 16 26 3 64 65 4 13 12 11 0 9 8 7 6 5 5 4 3 2 1
Date C/days from start of period C/days to end of period  NOVEMBER  Date	2 3 45 21	4   5   6   7   8   9   10   11   12   14   14   14   15   15   15   15   15	W   Th   F   S   S   M   T   W   Th   Th   Th   Th   Th   Th
Date C/days from start of period C/days to end of period  NOVEMBER	W Th F 2 3 23 23 24 25	4 5 6 7 8 9 10 11 12 46 47 48 49 50 51 51 52 20 19 18 17 16 15 15	W   Th   F   S   S   M   T   W   Th   Th   Th   Th   Th   Th

FEBRUARY —																							_
Date C/days from start of period C/days to end of period	1 2 23 2	4 25			7 5 27	8 28 2	Th F 9 10 29 30 37 36	0 11				17 35	- 1			2 23 8 39	24 40	S 25	26 2	M T 27 28 41 42 25 24	3 2		
April to June maxir	num	65	Dav	/S												Ė			Ė				
APRIL —									KI	ETUR	NS L	JUE											
A1 1012	s   s	[м	T	w Ti	ı F	s	s   M	ι т	w Th	l e l	s s	M	тΙν	w Th	F   :	s	Ιм	<sub>T</sub>	wl	гь  г	s	s	
Date	1 2			5 6			9 10			_				19 20		2 23		_		27 28			
C/days from start of period			2	3 4	5		6	7	8 9	10			- 1	13 14			16	17	18	19 20	0		
C/days to end of period		65	64	63 62	2 61		60	59	58 57	56		55	54 5	53 52	51		50	49	48 4	17 4	6		
															RETU	JRN:	s si	ENT	E	đ)			
JUNE ———	71.14	ا ما	ا م	M I =	المدا	let. L	- L c	16	  M =	المرا	ed e	ا د ا	داء	MIT			l c	ا ما	M L	- lu	/	ļ F	
Date	Th F		_	M T 6			F   S 9   IC		M T		Γh F 15 16			M T 19 20	W T		S 24			T   W 27   28	/ Th 3 29	F 30	
C/days from start of period		_		46 47	_	49 5		_	51 52					56 57					_	27 Z	_		
	- 1	- 1								1 1		1 1		- 1	1 1	- 1			-				
C/days to end of period	22 2			20   19	18	17	16		15 14	13 1	12 11			10 9	8   3	7   6			5	4 3	2	I	
AUGUST —	т   v	/ Th	F	s   <b>s</b>	M	T  \	w TI		s   <b>s</b>	M	T  W		F :	s   <b>s</b>	M -	r w	Th	F	s	s r	1 Т	w Ti	
AUGUST	T V	/ Th	F   4		M 7	T  \	W TI	11	s   <b>s</b>	M	T W	17	F   1		M -	Г W 2 23	24	F 25		<b>S</b> M	1 T	W TI	I
AUGUST  Date C/days from start of period	T V	/ Th 3 3 24	F 4 25	s   <b>s</b>	M 7 26	T   1   8   27   2	W TH	9 30	s   <b>s</b>	M	T   W 15   16 32   33	17 34	F   18   135	s   <b>s</b>	M - 21 2 36 3	Γ W 2 23 7 38	24 39	F 25 40	s	S M 27 28	1 T 3 29 1 42	W TI 30 3 44	I 4
AUGUST  Date  C/days from start of period  C/days to end of period	T V I 2 22 2 44 4	/ Th 3 3 24 3 42	F 4 25 41	S   <b>S</b>	M 7 26 40	T 8 27 2 39 3	W TI	9 30	s   <b>s</b>	M	T W	17 34	F   18   135	s   <b>s</b>	M -	Γ W 2 23 7 38	24 39	F 25 40	s	S M 27 28	1 T 3 29 1 42	W TI	I 4
AUGUST  Date  Clays from start of period  Clays to end of period  October to Decemb	T V I 2 22 2 44 4	/ Th 3 3 24 3 42	F 4 25 41	S   <b>S</b>	M 7 26 40	T 8 27 2 39 3	W TH	9 30	s   <b>s</b>	M	T   W 15   16 32   33	17 34	F   18   135	s   <b>s</b>	M - 21 2 36 3	Γ W 2 23 7 38	24 39	F 25 40	s	S M 27 28	1 T 3 29 1 42	W TI 30 3 44	I 4
AUGUST  Date  C/days from start of period  C/days to end of period	T   V   2   2   2   2   4   4   4   4   4   4	/ Th 3 3 24 3 42	F   4   25   41   mu	s   <b>s</b>   6	M 7 26 40	T   N 8   27   2 39   3	W TH 9 10 28 29 38 37	9 30 7 36	S S 12 13	M   14   31   3   35   3	T   W 15   16 32   33 34   33	17 34 32	F   18   135   31	S   <b>S</b>	M 21 22 36 3 30 2	T W 2 23 7 38 9 28	24 39 27	F 25 40 26	S 26 2	<b>S</b>   № 27   28 4   23	1 T 3 29 1 42 5 24	W TH 30 3 44 43 44 23 22	1 4 2
AUGUST  Date  Clays from start of period  Clays to end of period  October to Decemb	T V I 2 22 2 44 4	/ Th 3 3 24 3 42	F   4   25   41   mu	S   <b>S</b>	M 7 26 40 5 D	T   1 8   27   2 39   3 ays	W Th	0 11 9 30 7 36	S   <b>S</b>   12   13	M   14   31   35   3	T   W 15   16 32   33	17 34 32 32	F   18   135   31   W   1	S   <b>S</b>   19   20	M 21 22 36 3 30 2	7 W 2 23 7 38 9 28	24 39 27	F 25 40 26	S 26 27	<b>S</b>   M 27   28   4   2!	1 T 3 29 1 42 5 24	W TI 30 3 44	1 4 2 2
AUGUST  Date C(days from start of period C(days to end of period  October to December OCTOBER	T   V   2   22   2   44   4   4   5   N	Th 3 24 3 42 naxii	F   4   25   41   mu	S   <b>S</b>   <b>S</b>	M 7 26 40 5 Do	T   N   8   27   27   23   39   33   33   33   33   33   33	W TH 9 10 28 29 37 37 37 37 37 37 37 37 37 37 37 37 37	9 30 7 36 W 11 7 8	Th F 12 13 9 10	M 14 1 31 3 35 3	T   W 15   16 32   33 34   33 S   M	17 34 32 32	F   18   1355   31   W   18   18   1	S   <b>S</b>   19   20	M - 21 2 36 3 30 2	T   W   2   23   7   38   9   28   5   M   2   23	24 39 27 T 24	F 25 40 26	S 26 7	S M 227 28 4 29 F S S 227 28	1 T 3 29 1 42 5 24	W   Ti 30 3   43   44 23   22	1 2 2
AUGUST  Date C(days from start of period C(days to end of period  October to December OCTOBER  Date	T   V   1   2   22   2   44   4   4   4   5   France   T   V   T   T   T   T   T   T   T   T	/ Th 3 3 24 3 42 1 T 3 3 2 2	F   4   25   41   W   -4   3	S   S   5   6   6   6   6   6   6   6   6   6	M 7 26 40 5 D	T   N   8   27   27   23   39   33   33   33   33   33   33	W TH 9 10 28 29 37 37 37 37 37 37 37 37 37 37 37 37 37	9 30 7 36 W 11 7 8	S S 12 13	M 14 1 31 3 35 3	T   W 15   16 332   33 34   33 5   M 15   16	T 17 12	F   18   135   31   W   18   113   1	S   <b>S</b>   19   20	M - 21 2 36 3 30 2	T   W 22   23 7   38 9   28 5   M 22   23   16	24 39 27 T 24	F 25 40 26	Th 26 2	S M 227 28 4 22 27 28 22 22 22 28	1 T 3 29 1 42 5 24	W Ti 30 3 43 44 23 22	1 2 2
Date C/days from start of period C/days to end of period  October to Decembe OCTOBER  Date C/days from start of period	T   V   1   2   22   2   44   4   4   4   5   France   T   V   T   T   T   T   T   T   T   T	/ Th 3 3 24 3 42 1 T 3 3 2 2	F   4   25   41   W   -4   3	S S 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	M 7 26 40 5 D	T   N   8   27   27   23   39   33   33   33   33   33   33	W TH 10 10 10 10 10 10 10 10 10 10 10 10 10	9 30 7 36 W 11 8 9 58	Th F 12 13 9 10 57 56	M   14   31   3   35   3   3   3   4	T W 15 16 32 33 34 33 S M 15 16	T 17 12 54	F   18   135   31   W   18   113   1	S S S 19 20 Fh F 19 20 14 15	M - 21 2 36 3 30 2	T   W 22   23 7   38 9   28 5   M 22   23   16	24 39 27 T 24	F 25 40 26 W 25 18 48 48	Th 26 119 247	S M 4 227 28 4 227 28 20 46	1 T 3 29 1 42 5 24 S 3 29	W Ti 30 3 3 43 44 23 22 M T 30 3 3 21 22 45	1 2 2 4
Date C/days from start of period C/days to end of period  October to Decembe OCTOBER  Date C/days from start of period	T   V   1   2   22   2   44   4   4   4   5   France   T   V   T   T   T   T   T   T   T   T	/ Th 3 3 24 3 42 1 T 3 3 2 2	F   4   25   41   W   -4   3	S S 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	M 7 26 40 5 D	T   N   8   27   27   23   39   33   33   33   33   33   33	W TH 10 10 10 10 10 10 10 10 10 10 10 10 10	9 30 7 36 W 11 8 9 58	Th F 12 13 9 10	M   14   31   3   35   3   3   3   4	T W 15 16 32 33 34 33 S M 15 16	T 17 12 54	F   18   135   31   W   18   113   1	S S S 19 20 Fh F 19 20 14 15	M - 21 2 36 3 30 2	T   W 22   23 7   38 9   28 5   M 22   23   16	24 39 27 T 24	F 25 40 26 W 25 18 48 48	Th 26 119 247	S M 4 227 28 4 227 28 20 46	1 T 3 29 1 42 5 24 S 3 29	W Ti 30 3 43 44 23 22 M T 30 31 21 22	1 2 2 4
Date C/days from start of period C/days to end of period October to Decemble OCTOBER  Date C/days from start of period C/days to end of period	T   V   22   22   24   44   44   44   45   66   66   66   6	/ Th 3 3 24 3 42 1 T 1 T 3 2 2 5 64	F 4 25 41 W - 4 3 63 6	S S 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	M 7 26 40 55 D. S 7	T   1   8   27   2   39   3   3   3   3   3   3   3   3	W TH 9 10 28 29 37 37 37 37 37 37 37 37 37 37 37 37 37	9 30 7 36 W D III 8 9 58	Th F 12 13 9 10 57 56	M   14   31   3   35   3   S   14	T   W   15   16   332   333   334   333   334   335   M   15   16   11   55	T 17 12 54	F   18   1353   18   13   15   15   15   15   15   15   15	S S S 19 20 Fh F 19 20 14 15	M - 21 2 36 3 30 2 S \$ 21 2	7   W 2   23 7   38 9   28 5   M 2   23 16 50	24 39 27 T 24 17 49	F 25 40 26 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Th 26 2 19 2 47 2	S M 4 227 28 4 227 28 20 46	1 T 3 29 1 42 5 24 S 3 29	W Ti 30 3 3 43 44 23 22 M T 30 3 3 21 22 45	
Date C/days from start of period C/days to end of period October to Decemble OCTOBER  Date C/days from start of period C/days to end of period	T   V   22   22   24   44   44   44   45   66   66   66   6	1 T 3 2 2 64	F 4 25 41 W - 4 3 63 6	S S 6	M 7 26 40 5 D. S 7	T   1   8   27   2   39   3   3   3   3   3   3   3   3	W TH 10 10 10 10 10 10 10 10 10 10 10 10 10	9 30 7 36 W D III 8 8 9 58 RETO	Th F 12 13 9 10 57 56 57 56	M   14   31   3   35   3   35   3   3   3   3   3	T   W   15   16   16   17   17   17   17   17   17	T   17   12   54     s	F   8   135   31   18   13   15   15   15   15   16   16   16   16	S S S 19 20 20 14 15 51 51	M - 21 2 36 3 30 2 S \$ 21 2	F   W   2   23   7   38   9   28   S   M   16   50   S   C   C	24 3 39 27 T 24 17 49	F 25 40 26 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Th 26 2 19 2 47 47 4	S   M   27   28   4   2   2   2   2   2   2   2   2   2	1 T T 3 29 1 42 5 24 S S 3 29	W   Ti   30   3   43   44   23   22   22   22   45   44   45   4	1 4 4 2 2 1 2 2 4
Date C/days from start of period C/days to end of period OCTOBER  Date C/days from start of period C/days to end of period	T   V   22   22   24   4   4   4   4   6   6   6   6   6	7 Th 3 3 24 42 1 T 3 2 2 64	F 4 25 41 W 4 3 63 63 6	S S S S S S S S S S S S S S S S S S S	M 7 26 40 55 D 5 5 7 7 1 7 7 3 3 49	T   8   27   2   39   3   3   3   3   3   3   3   3	M TH 100 100 100 100 100 100 100 100 100 10	9 30 7 36 W D III 8 8 9 58 RETO	Th F 12 13 9 10 57 56 UPRNS	M	T   W   15   16   16   17   17   17   17   17   17	T	F   18   135   35   31   18   15   15   18   15   18   18   1	S   S   S   19   20   20   20   20   20   20   20   2	M   - 21   2 36   3 30   2	T   W   2   23   7   38   9   28   S   M   2   23   16   50   50   6   50   6   6   6   6   6   6   6   6   6	24 3 39 27 T 24 17 49	F 25 40 26 W 25 18 48 48 61 61 61 61 61 61 61 61 61 61 61 61 61	Th 26 2 26 2 66 2 66 2 6	S M 227 28 4 25 27 28 220 46 115 Ja	1 T 3 29 1 42 5 24 S 3 29 1 1 29 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2	W   TH   30   3   43   44   23   22   22   45   44   44   47   47   47   48   48   48	1 4 4 2 2 1 2 2 4