

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.



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 65 Days

RETURNS DUE

JANUARY

	S	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	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	24	25	26	27	28	29	30	31
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 SENT

MARCH

	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	43	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	23	22	21			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1

MAY

	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	21	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	45	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 65 Days

RETURNS DUE

JULY

	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			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

RETURNS SENT

SEPTEMBER

	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
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	

NOVEMBER

	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th							
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	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

FEBRUARY

	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
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	23	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41	42
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

RETURNS DUE

APRIL

	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					
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		
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		

JUNE

	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
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

	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th							
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	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	44	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 65 Days

RETURNS DUE

	S	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	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	
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 SENT

DECEMBER

	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					
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	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		

Due 15 January 2018



RETURNS DUE



RETURNS SENT



Statement of service sent to employees.