

ONSITE

The Official Newsletter of MyLeave



1987-2017

Here for you for 30 years!

The 6th of January 2017 marked the completion of 30 years since the establishment of the construction industry long service leave Scheme.

MyLeave has a strong reputation for the responsible manner in which it has managed the long service leave Scheme and for the substantial benefits that have been provided to workers.

The benefits derived are an excellent example of MyLeave, employers and workers interacting together in a bipartisan manner for the benefit of the construction industry, which is one of the largest employment sectors in Western Australia.



30 year snapshot



41,737

long service leave
claims paid



291,997

workers have
been registered



\$317M

paid in long
service leave



807

workers from 1987
are still registered



\$606M

received from
employers



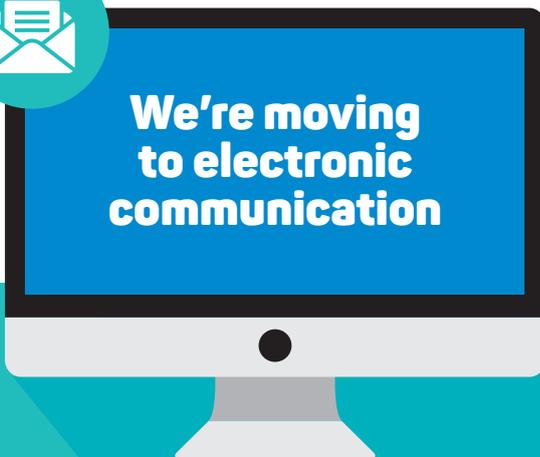
19,162

employers have
been registered

Everyone at MyLeave is proud of these achievements and we look forward to continuing to support the construction industry into the future.



**We're moving
to electronic
communication**



Your next Annual Notice will be sent to you by email. Please log into your account now at myleave.wa.gov.au using the password on your Annual Notice to make sure your contact details are correct.

What happened in 2016

The 2015/2016 Annual Report of the Construction Industry Long Service Leave Payments Board (MyLeave) has been tabled in Parliament. Key features of the Annual Report include:



5,073

average number of registered employers



127,941

employees registered in the Scheme



5,100

employees received a benefit from the Scheme



\$39.6M

paid in benefits



\$515M

in cash and investments



\$432M

accrued long service leave liability



\$107M

equity surplus as at 30 June 2016



\$35.13c

average administrative cost per registered construction industry employee



1.91%

investment return



Top 20

'Best Practice Top 20 Large Agencies' in the Auditor General's Report to Parliament

To access a full copy of the Annual Report please refer to the "Publications and Forms" link on our website.

Good to know...

Common questions

Employees eligible for the Scheme

Only employees working on site in classifications of work listed in a prescribed award are eligible for the Scheme. Workers employed in an employer's own workshop or yard, and administration, clerical and managerial employees are not eligible for the Scheme. If you are unsure of your eligibility please contact a member of the Service & Compliance team at MyLeave.

Please note that corporate bodies such as partnerships, trusts/trustees and companies are not "Employees" in terms of the Act.

Left the industry? No longer working as an employee? Not accumulating service days any more? What happens to my accumulated service days in the Scheme?

In those circumstances, your service days will be held by MyLeave for up to 4 years.

If you have accumulated under 5 years of service in the Scheme (less than 1,100 service days) your accumulated service days will be held for 2 years.

If you have accumulated more than 5 years of service (more than 1,100 service days) your accumulated service days will be held for 4 years.

If you re-enter the industry as an employee before the time period expires you will not lose any previously accumulated service.

If you do not re-enter the industry before the time expires then the service you have accumulated to date will be lost.

MyLeave has no discretion in regard to extinguishing service days. The legislation governing the Scheme provides that if an employee does not recommence in the industry as an employee before the time allowed out of the industry expires, then the service days accumulated must be cancelled regardless of the circumstances.

If you move to a position, with the same employer, which is not eligible for the Scheme i.e. an administration or managerial role, your employer cannot contribute for you and you will cease to accrue service days with MyLeave. In most circumstances you will be able to qualify for a long service leave entitlement with that employer after the appropriate qualifying period. If and when you qualify the employer will pay you direct and MyLeave will make a refund to the employer based upon the service days the employer has contributed for you. Also, at that time MyLeave will pay to you any

entitlement that you have from contributions by prior employers.

If for any reason you terminate your employment with that employer, the above rules will apply regarding cancellation of service days from the last contribution made for you i.e. after 2 or 4 years.

What happens to the monies paid in by my employers if I leave the Scheme?

The Long Service Leave Scheme is not like a superannuation Scheme. Employees accumulate days of service in the Scheme not monies.

When an employee has accumulated sufficient days of service to obtain a benefit (minimum 1,540 service days), then that benefit is paid out using ordinary pay rates. The amount paid out is not based on the amount of contributions paid into the Scheme for the employee.

Where employees leave the Scheme before attaining a benefit the service days accumulated to date are lost and any surpluses generated in the Scheme as a result are passed back to employers by way of adjustment to the contribution rate.

I am an apprentice, can I join the Scheme?

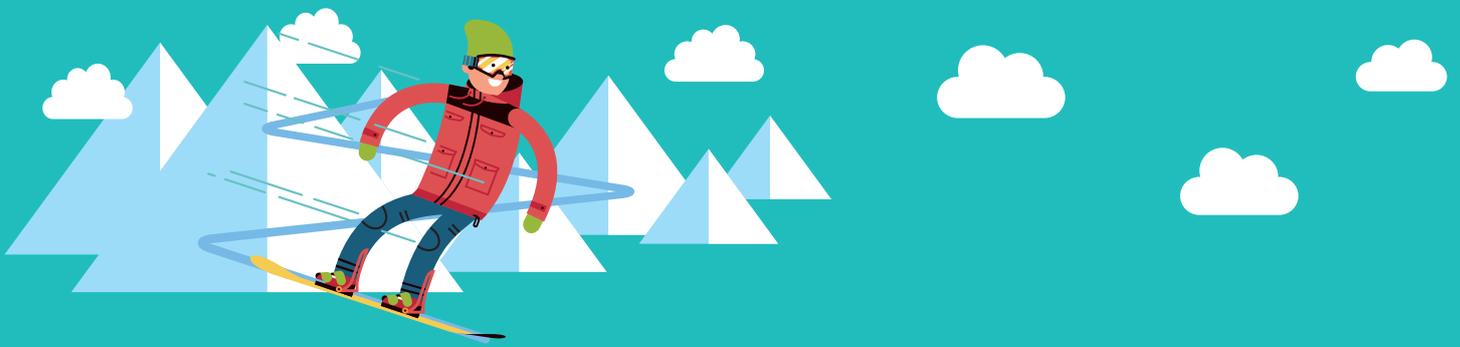
Yes, apprentices must register to join the scheme.

When can I apply for long service leave?

As an employee, once you have accumulated 2,200 service days (which is equivalent to 10 years of service), you are entitled to 8 1/2 weeks paid long service leave. You can also request a pro rata (proportional) payout after 7 years of service (1,540 service days).

Note that by claiming a payment on termination of employment you will break your service for long service leave purposes.





This means that you must work a further 7 years in the construction industry before you once again qualify for any further benefit from the Scheme.

Please note that for the initial 10 years of long service leave entitlement (8½ weeks) you can take leave on only 3 occasions and the minimum period of leave is 1 week.

If you move to another State, your WA service can count in that State towards a long service leave benefit.

Please note that you should allow a minimum period of 2 weeks for MyLeave to approve and process your claim.

Can I cash in my long service leave by applying for my long service leave and then continue working?

No. But if you have a minimum of 7 years in the Scheme you can be paid out your accumulated entitlement on termination of your employment.

Audit of entitlement

Please be aware that while we believe your entitlement information is accurate it is subject to final verification with your employers at the time of processing your claim for long service leave payment.

Working Directors

Working Directors are a special category of employee in the Scheme and the definition of 'ordinary rate of pay' poses particular problems in regard to the treatment of Working Directors.

The contribution rate is based on the 'ordinary rate of pay' paid to an employee for ordinary hours which are 38 hours per week.

For Working Directors the 'ordinary rate of pay' is the rate of pay being received by Directors as employees of their firm. This would be the amount that they draw 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 Certificate at the end of each financial year for. One off adjustments during or at the end of the financial year are not included, nor can they be averaged out over the year, and salary sacrificing sums are also not included for income purposes.

Working Directors who do not draw a regular wage cannot then meet these requirements and their status in the Scheme is in doubt.

Working Directors who are in this situation or who are unsure of these

arrangements should contact a member of the Service & Compliance team at MyLeave.

Quarterly returns are only to record service days when Working Directors are on site and working in a prescribed classification.

Which firms are required to register with the Scheme?

Basically any firm that engages employees in the building and construction industry is required by law to register with MyLeave and pay contributions - this includes labour hire agencies. Businesses that have only managerial, office, supervisory or workshop staff are not included.

Businesses that consist only of a sole proprietor or partners that do not employ anyone else are also excluded. To be included a firm must have employees engaged directly on site in the construction industry.

Employee or subcontractor?

In cases where the situation is not clear, MyLeave has developed guidelines to assist in the determination of the matter.

A full copy of the guidelines is available on the MyLeave website.

Manage your long service leave online

Track your Service Records

View your recorded days of service so you can be sure your employer is correctly contributing to MyLeave on your behalf. Service records are updated online on a quarterly basis. An Annual Notice will be emailed to you in March each year.

Check your Annual Notice is correct

Check your Annual Notice carefully to ensure your service records are correct. Notify MyLeave immediately if there are any problems as employers are only required to keep pay records for 5 years. It can be extremely difficult to verify claims of service if the required records are no longer available. MyLeave will not accept claims for large periods of past unallocated service with an employer which cannot be verified against employer records.

Start your long service leave application

If you are planning to take long service leave download a claim form online via the 'Publications and Forms' link. Once we receive your application we will do our best to get your long service leave payment to you as quickly as possible.

Get your claim in early, as in peak periods like Christmas, processing times can be as long as 3 weeks.

Update your Contact details

You need to advise MyLeave of any change of your contact details as soon as possible. If we can't get in touch with you then it is not possible for us to email you your Annual Notice.



Hot topics

What do I do if I think that I have missing service?

Please contact us as soon as you notice that an employer has not contributed to MyLeave on your behalf as you think that they should have. You can lodge a days of service query either through our online portal or using a days of service query form from our website. Service older than 5 years is unlikely to be located and verified so please let us know about missing service as early as possible so that we have the best chance to ensure that you get your full entitlement.

What are the benefits of the Scheme?

The benefits are 8½ weeks leave after 10 years (2,200 service days) of service.

When you have accumulated 7 years of service (1,540 service days) a pro rata (proportional) benefit of 6 weeks is due. You may take this leave with the approval of your employer. Benefits

continue to accrue until entitlement is utilised or claimed upon termination as a lump sum payment.

If you have not accumulated the minimum number of service days (1,540 or 7 years of service) required to obtain a benefit under the Scheme then, regardless of the circumstances, you are not entitled to any payment from the Scheme. MyLeave has no discretion in this matter.

Interstate service - portability between States

All construction industry long service Schemes are party to a reciprocal arrangement. This covers all States and Territories except the Christmas and Cocos Keeling Islands. Please refer to MyLeave regarding service on Christmas and Cocos Keeling Islands if this is applicable to you.

This arrangement allows you to accumulate service no matter which

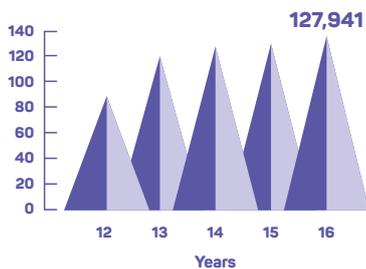
State you have worked in. When you are eligible for a payment in the State you are currently working in you then make a claim in that State.

For example if you are currently working in WA and previously had service in another State Scheme, where the service on the Annual Notices from WA and Interstate add up to a minimum of 7 years of service, then you can make a claim under the WA Scheme.

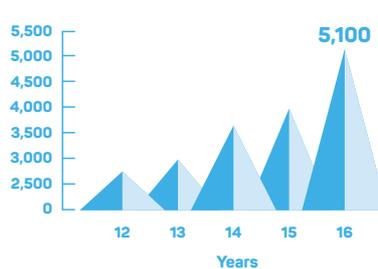
If you are working in another State please note that minimum service requirements before an entitlement is due vary from State to State and you should check what the requirements are in the State you are currently working in.

There is a Scheme in each State which can assist you - please refer to the last page of this newsletter.

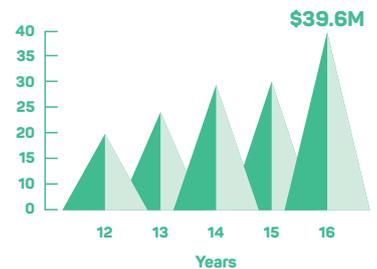
Number of employees registered



Number of LSL claims processed



Value of LSL claims paid



Contacting the Board

Website: www.myleave.wa.gov.au
Email: hi@myleave.wa.gov.au
Telephone: (08) 9476 5400
Freecall: 1800 198 136 Mon - Fri 8:30am to 5pm
Facsimile: (08) 9321 5404
Address: 3rd Floor, 50 Colin Street West Perth WA 6005
Postal Address: PO Box 1333 West Perth WA 6872

Interstate Scheme websites

Northern Territory	www.ntbuild.com.au
Queensland	www.qleave.qld.gov.au
New South Wales	www.longservice.nsw.gov.au
Australian Capital Territory	www.actleave.act.gov.au
Victoria	www.coinvest.com.au
Tasmania	www.tasbuild.com.au
South Australia	www.portableleave.org.au

Who's on the Board

Ms Linda Gibbs
Chair

Representing employees

Mr Mick Buchan
(CFMEU)

Mr Glenn McLaren
(Australian Manufacturing Workers Union)

Ms Maria Saraceni
(Barrister, Francis Burt Chambers)

Representing employers

Ms Amanda Bishop
(DLA Piper)

Mr Warren Edwardes
(Chamber of Commerce & Industry of WA Inc)

Mr Michael McLean
(Master Builders Association)

Board Members appointment term expires 24th September 2018

We have moved

We are now at Level 3, 50 Colin Street West Perth. The move was completed on time and on budget and provides the MyLeave team with a much improved office layout and increased floor space. All other contact details are unchanged.

