

HOW TO COMPLETE THE RETURN



ADDITIONAL INFORMATION

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

EMPLOYER RETURN FORM

ADDRESS P.O. BOX 1333, WEST PERTH, W.A 6872
 OR
 Level 3, 50 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 2018**
Max Days 65 (For a standard 5 day week)

THIS RETURN FORM IS TO BE COMPLETED AND SUBMITTED TO THE BOARD BY THE DUE DATE: **15 April 2018**

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 3) (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.	5	60	14,592				

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

	Smith, John	0	56	10080	14/1/16	9/2/90	12 Ocean St, Riverton

TOTAL Col. 4 = \$ (WHOLE \$ ONLY) **24,672**
CONTRIB. RATE X 1.2%
 CONTRIB. AMOUNT = \$ (SHOW EXACT AMOUNT) **\$296.06**

INTERNET PASSWORD XXXX

SIGNATURE OF EMPLOYER _____ DATE _____

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

METHODS OF PAYMENT

- NOTES: 1. THE REFERENCE NUMBER CHANGES EACH PERIOD.
 2. MASTERCARD AND VISA PAYMENTS TO A MAXIMUM OF \$5000.00



Biller 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
 Limit \$5000.00

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. YOU WILL NEED TO SUPPLY EVIDENCE OF THIS IN THE FORM OF PAYSLEIPS, PAYG ADVICE AND BANK STATEMENTS.

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)

2018 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 2018 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 12 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 49 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

Date	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										
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	43						



RETURNS SENT

Date	T	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S											
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					

MAY

Date	T	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S											
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					

July to September maximum 65 Days

RETURNS DUE

Date	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T												
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

Date	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S													
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	65								
C/days to end of period			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1								

NOVEMBER

Date	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S											
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					

FEBRUARY

Date	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S										
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	42	41			40	39	38	37	36			35	34	33	32	31			30	29	28	27	26			25	24	23						

April to June maximum 65 Days

RETURNS DUE

Date	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	T					
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					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

Date	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					
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

Date	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	S				
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	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	21					

October to December maximum 66 Days

RETURNS DUE

Date	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								
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	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

Date	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	M	T					
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	65									66
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 2019



Statement of service sent to employees.