

HOW TO COMPLETE THE RETURN



ADDITIONAL INFORMATION

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

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 198 136 FAX No: (08) 9321 5404
FOR THE PERIOD **January/March 2020**
Max Days 65 (For a standard 5 day week)

EMPLOYER RETURN FORM

THIS RETURN FORM IS TO BE COMPLETED AND SUBMITTED TO THE BOARD BY THE DUE DATE: **15 April 2020**

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

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. 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.

- 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 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

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

24,672

CONTRIB. RATE X 1.0%

CONTRIB. AMOUNT = \$ (SHOW EXACT AMOUNT)

\$246.72

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 \$5000.00



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 <http://paybill.myleave.wa.gov.au> or <http://paybill.walslboard.com.au>

PAID BY

- BPAY
CREDIT CARD
RECEIPT NUMBER
CHEQUE ENCLOSED

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