

Long Service Leave Authority Return Form Checklist and Calendar 2017-2018 Contract Cleaning Industry

Who is covered by the scheme?

- Any employee who performs cleaning work in the ACT as a result of a cleaning contract is covered by the scheme. This includes full-time, part-time and casual staff.
- A cleaning contract can be written or verbal and can be between businesses and/or individuals.
- The scheme does not cover in-house cleaners employed by a business to clean that business's premises.
- Coverage for Waste Workers commences 1 July 2016

Postal Address

Reply Paid 234
CIVIC SQUARE ACT 2608

Street Address:

Unit 1, 28 Thynne Street
Bruce ACT 2617

Office Hours:

8.30 am to 4.30 pm

Phone

(02) 6247 3900

Fax

(02) 6257 5058

Email

cleaning@actleave.act.gov.au

July 2017							August 2017							September 2017						
Sun	2	9	16	23	30		Sun	6	13	20	27		Sun	3	10	17	24			
Mon	3	10	17	24	31		Mon	7	14	21	28		Mon	4	11	18	25			
Tue	4	11	18	25			Tue	1	8	15	22	29	Tue	5	12	19	26			
Wed	5	12	19	26			Wed	2	9	16	23	30	Wed	6	13	20	27			
Thu	6	13	20	27			Thu	3	10	17	24	31	Thu	7	14	21	28			
Fri	7	14	21	28			Fri	4	11	18	25		Fri	1	8	15	22	29		
Sat	1	8	15	22	29		Sat	5	12	19	26		Sat	2	9	16	23	30		

October 2017							November 2017							December 2017						
Sun	1	8	15	22	29		Sun	5	12	19	26		Sun	3	10	17	24	31		
Mon	2	9	16	23	30		Mon	6	13	20	27		Mon	4	11	18	25			
Tue	3	10	17	24	31		Tue	7	14	21	28		Tue	5	12	19	26			
Wed	4	11	18	25			Wed	1	8	15	22	29	Wed	6	13	20	27			
Thu	5	12	19	26			Thu	2	9	16	23	30	Thu	7	14	21	28			
Fri	6	13	20	27			Fri	3	10	17	24		Fri	1	8	15	22	29		
Sat	7	14	21	28			Sat	4	11	18	25		Sat	2	9	16	23	30		

January 2018							February 2018							March 2018						
Sun		7	14	21	28		Sun	4	11	18	25		Sun	4	11	18	25			
Mon	1	8	15	22	29		Mon	5	12	19	26		Mon	5	12	19	26			
Tue	2	9	16	23	30		Tue	6	13	20	27		Tue	6	13	20	27			
Wed	3	10	17	24	31		Wed	7	14	21	28		Wed	7	14	21	28			
Thu	4	11	18	25			Thu	1	8	15	22		Thu	1	8	15	22	29		
Fri	5	12	19	26			Fri	2	9	16	23		Fri	2	9	16	23	30		
Sat	6	13	20	27			Sat	3	10	17	24		Sat	3	10	17	24	31		

April 2018							May 2018							June 2018						
Sun	1	8	15	22	29		Sun	6	13	20	27		Sun	3	10	17	24			
Mon	2	9	16	23	30		Mon	7	14	21	28		Mon	4	11	18	25			
Tue	3	10	17	24			Tue	1	8	15	22	29	Tue	5	12	19	26			
Wed	4	11	18	25			Wed	2	9	16	23	30	Wed	6	13	20	27			
Thu	5	12	19	26			Thu	3	10	17	24	31	Thu	7	14	21	28			
Fri	6	13	20	27			Fri	4	11	18	25		Fri	1	8	15	22	29		
Sat	7	14	21	28			Sat	5	12	19	26		Sat	2	9	16	23	30		

On Your Employer Quarterly return

Please include:

- Gross ordinary wages, any above award payment, payments for shiftwork or weekend work, sick leave, annual leave, public holidays, workers' compensation payments (paid directly by the employer, the employer then reimbursed from the insurance company)

Do not include:

- Overtime, annual leave paid on termination, travel allowance, one-off bonuses, meal allowance, payment for materials & equipment, protective clothing allowance, redundancy payments

Avoid Penalties

Lodge your return and payment by the due date

Organise an extension of time if you can't complete your return or make your payment by the due date

ACT Public Holidays

Return & payment due date