

# Long Service Leave Authority Return Form Checklist and Calendar 2017-2018 Community Sector Industry

### Who is covered by the Community Sector scheme?

Work carried out in the Community Sector Industry includes

- Child care services, advocacy services,
- Covers employees working in employment placement services for disabled people,
- Care accommodation or homes for disadvantage people where nursing or medical care is not provided as a major service.
- Coverage for Aged Care workers commenced 1 July 2016
- Includes inter-state based companies working in ACT

### Contact Details

#### Postal Address

Reply Paid 234  
CIVIC SQUARE ACT 2608

#### Street Address:

National Associations Centre  
Unit 8, 71 Constitution Ave  
Campbell

#### Office Hours:

8.30 am to 4.30 pm

#### Phone

(02) 6247 3900

#### Fax

(02) 6257 5058

#### Email

community@actleave.act.gov.au

July 2017	August 2017	September 2017
Sun 2 9 16 23 30 Mon 3 10 17 24 31 Tue 4 11 18 25 Wed 5 12 19 26 Thu 6 13 20 27 Fri 7 14 21 28 Sat 1 8 15 22 29	Sun 6 13 20 27 Mon 7 14 21 28 Tue 1 8 15 22 29 Wed 2 9 16 23 30 Thu 3 10 17 24 31 Fri 4 11 18 25 Sat 5 12 19 26	Sun 3 10 17 24 Mon 4 11 18 25 Tue 5 12 19 26 Wed 6 13 20 27 Thu 7 14 21 28 Fri 1 8 15 22 29 Sat 2 9 16 23 30
October 2017	November 2017	December 2017
Sun 1 8 15 22 29 Mon 2 9 16 23 30 Tue 3 10 17 24 31 Wed 4 11 18 25 Thu 5 12 19 26 Fri 6 13 20 27 Sat 7 14 21 28	Sun 5 12 19 26 Mon 6 13 20 27 Tue 7 14 21 28 Wed 1 8 15 22 29 Thu 2 9 16 23 30 Fri 3 10 17 24 Sat 4 11 18 25	Sun 3 10 17 24 31 Mon 4 11 18 25 Tue 5 12 19 26 Wed 6 13 20 27 Thu 7 14 21 28 Fri 1 8 15 22 29 Sat 2 9 16 23 30
January 2018	February 2018	March 2018
Sun 7 14 21 28 Mon 1 8 15 22 29 Tue 2 9 16 23 30 Wed 3 10 17 24 31 Thu 4 11 18 25 Fri 5 12 19 26 Sat 6 13 20 27	Sun 4 11 18 25 Mon 5 12 19 26 Tue 6 13 20 27 Wed 7 14 21 28 Thu 1 8 15 22 Fri 2 9 16 23 Sat 3 10 17 24	Sun 4 11 18 25 Mon 5 12 19 26 Tue 6 13 20 27 Wed 7 14 21 28 Thu 1 8 15 22 29 Fri 2 9 16 23 30 Sat 3 10 17 24 31
April 2018	May 2018	June 2018
Sun 1 8 15 22 29 Mon 2 9 16 23 30 Tue 3 10 17 24 Wed 4 11 18 25 Thu 5 12 19 26 Fri 6 13 20 27 Sat 7 14 21 28	Sun 6 13 20 27 Mon 7 14 21 28 Tue 1 8 15 22 29 Wed 2 9 16 23 30 Thu 3 10 17 24 31 Fri 4 11 18 25 Sat 5 12 19 26	Sun 3 10 17 24 Mon 4 11 18 25 Tue 5 12 19 26 Wed 6 13 20 27 Thu 7 14 21 28 Fri 1 8 15 22 29 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