



# Long Service Leave Authority Return Form Checklist and Calendar 2017-2018 Building and Construction Industry



<p><b>For Apprentices &amp; Other Wages (pay before tax is deducted)</b></p> <p><b>Paid days include:</b></p> <ul style="list-style-type: none"> <li>✓ Worked days</li> <li>✓ Rostered days off</li> <li>✓ Annual leave</li> <li>✓ Sick leave</li> <li>✓ Public holidays</li> <li>✓ Apprentices' tech days</li> <li>✓ Workers comp.</li> </ul> <p><b>Don't include:</b></p> <ul style="list-style-type: none"> <li>✗ Site allowance</li> <li>✗ Travel allowance</li> <li>✗ Annual leave paid on termination</li> <li>✗ 17.5% annual leave loading</li> <li>✗ Payment for days worked outside the ACT</li> <li>✗ Overtime</li> </ul> <p><b>Include Allowances for:</b></p> <ul style="list-style-type: none"> <li>✓ Leading Hands</li> <li>✓ Foreman &amp; Site Supervisors</li> </ul> <p><b>New Employees do include:</b></p> <ul style="list-style-type: none"> <li>✓ Date they started work in the ACT</li> <li>✓ Date of Birth</li> <li>✓ Address</li> </ul> <p><b>Employees who have ceased include:</b></p> <ul style="list-style-type: none"> <li>✓ Date they finished work</li> </ul>	<b>July 2017</b> <span style="border: 1px solid black; padding: 2px;">21</span>	<b>August 2017</b> <span style="border: 1px solid black; padding: 2px;">23</span>	<b>September 2017</b> <span style="border: 1px solid black; padding: 2px;">21</span>	<p><b>Interstate Service:</b></p> <ul style="list-style-type: none"> <li>✓ Employees working interstate are registered in the state where the work is being performed</li> </ul> <p><b>Casual Employees Include:</b></p> <ul style="list-style-type: none"> <li>✓ Days paid in Paid days box</li> </ul> <p><b>Working Directors:</b></p> <ul style="list-style-type: none"> <li>✗ As of 1 July 2015 Working Directors will be classified as Contractors. Please do not declare wages in the employer's quarterly return.</li> </ul> <p><b>Avoid Penalties:</b></p> <ul style="list-style-type: none"> <li>✓ Lodge your return and payment by the due date</li> <li>✓ Organise an extension of time if you can't complete your return or make payment by the due date</li> </ul> <p><b>Contact Details:</b></p> <p><b>Office Hours:</b> 8.30 am to 4.30 pm  <b>Phone:</b> (02) 6247 3900  <b>Fax:</b> (02) 6257 5058  <b>Postal Address:</b> Reply Paid 234 CIVIC SQUARE ACT 2608  <b>Street Address:</b> Unit 1, 28 Thynne Street, Bruce ACT 2617  <b>Email:</b> <a href="mailto:construction@actleave.act.gov.au">construction@actleave.act.gov.au</a></p>																																																																																														
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