



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



<p>For Apprentices & Other Wages (pay before tax is deducted)</p> <p>Paid days include:</p> <ul style="list-style-type: none"> ✓ Worked days ✓ Rostered days off ✓ Annual leave ✓ Sick leave ✓ Public holidays ✓ Apprentices' tech days ✓ Workers comp. <p>Don't include:</p> <ul style="list-style-type: none"> ✗ Site allowance ✗ Travel allowance ✗ Annual leave paid on termination ✗ 17.5% annual leave loading ✗ Payment for days worked outside the ACT ✗ Overtime <p>Include Allowances for:</p> <ul style="list-style-type: none"> ✓ Leading Hands ✓ Foreman & Site Supervisors <p>New Employees do include:</p> <ul style="list-style-type: none"> ✓ Date they started work in the ACT ✓ Date of Birth ✓ Address <p>Employees who have ceased include:</p> <ul style="list-style-type: none"> ✓ Date they finished work 	July 2017 21	August 2017 23	September 2017 21	<p>Interstate Service:</p> <ul style="list-style-type: none"> ✓ Employees working interstate are registered in the state where the work is being performed <p>Casual Employees Include:</p> <ul style="list-style-type: none"> ✓ Days paid in Paid days box <p>Working Directors:</p> <ul style="list-style-type: none"> ✗ As of 1 July 2015 Working Directors will be classified as Contractors. Please do not declare wages in the employer's quarterly return. <p>Avoid Penalties:</p> <ul style="list-style-type: none"> ✓ Lodge your return and payment by the due date ✓ Organise an extension of time if you can't complete your return or make payment by the due date <p>Contact Details:</p> <p>Office Hours: 8.30 am to 4.30 pm Phone: (02) 6247 3900 Fax: (02) 6257 5058 Postal Address: Reply Paid 234 CIVIC SQUARE ACT 2608 Street Address: Unit 8, 71 Constitution Ave Campbell Email: construction@actleave.act.gov.au</p>																																																																																										
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