2020 EMPLOYER RETURN FORM CONTRIBUTION DAY CALENDAR FOR A STANDARD 5 DAY WEEK

The time saving way to calculate contribution days.

Return forms are emailed or posted to Employers registered in the Construction Industry Portable Paid Long Service Leave Scheme at the end of every three month period. They must be completed and returned with payment to MyLeave by the due date shown on the calendar.

The aim of this 2020 calendar is to assist employers to calculate the number of contribution days to be shown on the Return for those employees who work solely on construction work as defined (See overleaf).

The calendar enables the calculation of:-

- The number of contribution days from the start of a period to a cease date:- for employees who have ceased during
- The number of contribution days from a start date to the end of a period:- for employees who have commenced during a period.

See for yourself how easy it is to use.

For example, an employee who ceased work on the 16th of January would have a maximum of 12 contribution days for Period One.

An employee who started work on the 23rd of January and worked until the end of March would have a maximum of 49 contribution days for Period One.

For information on how to complete your Employer Return Form, see overleaf or contact MyLeave.



PO Box 1333, West Perth W.A. 6872 Telephone (08) 9476 5400 Facsimile (08) 9321 5404 Freecall 1800 198 136 www.myleave.wa.gov.au hi@myleave.wa.gov.au

January to March maxi	imu	ım t	55 D	ay	s			7				R	ЕТ	URN	S D	UE	_													
	_	TH		S		M	Ţ		ТН	F	s	S N	1 T	W	TH	F	S	S	M		W	TH	F	S	S	M	T	W	T 30	F
Date C/days from start of period		2	3	4	5	6 4	7 5	8	7	10 8	111	9	11	0 11	12	13	18	19	14	21 15	16	17	18	25	26	19		21	22	
C/days to end of period	65	64	63		Ш	62	61	60	59	58		5	7 5	6 55	54	53		Ш	52	51	50	49	48			47	46	45	44	43
											ď	<u></u>	<u></u>				RF	TUE	2N/S	S SE	NT									
MARCH Statement of servi	ce se	ent to	em _i	oloy	yees			4		<u> </u>			_			_			•			<u> </u>	_							_
Date	S	M 2		W 4	TH 5	F 6	S 7	8	M 9			TH F		S S	M 16		W 18	TH 19				M 23			TH 26	F 27	S		M 30	T
C/days from start of period	1	_				48	1		_		_	52 5		4 13	54	55			58	21			60			63	20	23		65
C/days to end of period		22		- 1		18				- 1	- 1	14 1			12	11	10	9	8			7	6	5	4	3			2	1
	A							7		4						K														
MAY																														
	F	s		М	т	w	тн	F	S 9	s	М	т и	/ TI			s	М			тн	F	s	S				ТН	F	s	s
Date	1	2		4	5	6	7	8	9	10			3 1		16	17				21		23	24						30	31
C/days from start of period C/days to end of period							27 39	28			- 1	30 3	- 1	- 1	1		34 32			37 29	38			39 27	40		42 24			
		\				40	33	30			31	30 3	3 3	4 30			JZ	31	30	23	20			21	20	23	24	23		
July to September max JULY ————————————————————————————————————	IIIIL	,,,,,	00 L	ay	/5				<u> </u>			R	ET	JRN	S D	UE		<u> </u>								2				_
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	W	ТН	F	s	s	М	т	w	ТН	F	s	s N	1 Т	W	ТН	F	S	s	М	т	w	тн	F	S	S	М	Т	W	тн	F
Date	1	2		4	5	6	7	8			11	12 1			_		18	19						25	26			29		31
C/days from start of period	1	2	3			4	5	6	7	8		9				13				- 1	- 1		18							23
C/days to end of period	00	65	04			63	62	וט	טט	59		5	8 5	7 56	loo	54			53	52	ນ	50	49			48	47	46	45	+4
CENTEMBER.															RE	TUI	RNS	SE	NT											
SEPTEMBER ——	т	w	тнІ	Εĺ	s	s	мІ	тΙ	w	тнІ	Εİ	s	l N	 и I т	lw	ТН		s	s	м	тl	wl	ТН	F	S	s	М	Т	wl	
Date	1	2		4	5	6	7	8		10		12 1							1	21								29		
C/days from start of period		46		48			- 1	50	- 1	- 1	53		5			57	58			- 1	- 1	- 1	62					65		
C/days to end of period	22	21	20	19			18	17	16	15	14		13	3 12	11	10	9			8	7	6	5	4			3	2	1	
									X	XX	×																			
NOVEMBER ——																														
Date	S	M 2		W 4	TH 5	F 6	S 7	S 8	M 9			TH F 12 1:				T		TH 10		S 21		M	T		TH		S	S	M	
	T	23	_			о 27	Τ	_			- 1	31 3		4 15	33		35	_	20 37	ZT	ZZ		39		41	42	28	29	43	
C/days from start of period		23	241	ZDI	ı ası	211																								

FEBRUARY ———	\rightarrow			<u> </u>	_														_										_	
<i>Date</i> C/days from start of period C/days to end of period	S 1	2	M 3 24 42	T 4 25 41	5 26	TH 6 27 39	F 7 28 38	S 8	S 9	29	11 30	12 31	32	F 14 33 33	S 15		34	18 35	19	37	38	S 22	- 1	39	T 25 40 26	W 26 41 25		28 2 43	S 29	
April to June maximum 65 Days RETURNS DUE																														
APRIL	W 1	TH 2	F 3	S 4	S	M 6	T 7	W 8				S	M 13		W 15	TH 16	F 17	S 18		M 20			TH 23		S 25	S 26	M 27		N T	
C/days from start of period C/days to end of period	1 65	2	3			4	5	6 60	7	8			9	10	11	12	13 53			14	15	16	17	18 48				20 2	21 2 15 4	2
JUNE																	RET	TUR	NS	SEI	NT									
Date	M 1	T 2	W 3	TH 4	F 5	S 6	s 7	M 8			TH 11				M 15							M 22	T 23		TH 25		S 27		M T	
C/days from start of period C/days to end of period		45 21	46 20	47 19	48 18				50	- 1	- 1	53 13		- 1	1		56 10	57 9	58 8			59 7	60 6	61 5	62 4	63 3		E	64 65 2 1	
AUGUST —	_		X	Ų.			y														V									
Date	S 1	S 2	M 3	T 4	W 5	TH 6	F 7	S 8		M 10	7			F 14	S 15	S	M 17	T 18	W		- 4	S 22	S 23	M 24	T 25		TH 27		S S	
C/days from start of period C/days to end of period			24 43	25 42		27 40	28 39			- 1	30 37		32 35	33 34		- 1		35 32		- · I	38 29		- 1			41 26		43 24		44 23
October to December maximum 66 Days RETURNS DUE OCTOBER																														
Date	TH 1	F 2	S 3	S	M 5	T 6	W 7	TH 8	F 9	S 10	S	M 12		W 14		F 16	S 17	S 18	M 19		W 21			S 24		M 26		W 1		
C/days from start of period C/days to end of period	1 66	2 65			3 64	4 63	5 62	6 61	7 60			8 59	- 1	- 1		12 55		- 1		- 1	- 1		17 50			18 49	19 48		21 22 16 4!	
DECEMBER ———					RE	TUR	NS	SEI	ΝT																	Due	15	Janu	ary :	2021
Date	T 1	W 2	TH 3	F 4	S 5	S	M 7	8	9	_	11	S 12		-	15	16	TH 17	F 18	S 19	20	_	22	W 23	24		S 26			9 30	/ TH
C/days from start of period C/days to end of period		1	46 21	47 20			48 19	49 18			52 15			- 1	- 1	55 12		57 10			58 9	59 8	60 7	61 6	62 5				3 65 3 2	66

HOW TO COMPLETE THE RETURN



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

EMPLOYER RETURN FORM

ADDRESS P.O. BOX 1333, WEST PERTH, W.A 6872

Level 3 50 COLIN STREET, WEST PERTH, W.A. 6005 TELEPHONE: (08) 9476 5400 OR 1800 198 136 FAX No: (08) 9321 5404

> January/March 2020 Max Days 65 (For a standard 5 day week)

THIS RETURN FORM

IS TO BE COMPLETED AND SUBMITTED TO THE BOARD BY THE DUE DATE:

15 April 2020

DENALTY

PENALTIES APPLY FOR FAILURE TO LODGE THIS RETURN WITH INFORMATION REQUIRED AND PAY THE CONTRIBUTION AMOUNT BY

THE DUE DATE.

NEW EMPLOYEE DETAILS CONTRIBUTION PAY FOR EMPLOYEE REGISTRATION EMPLOYEE С D (COLUMN 3) OR EMPLOYEE SURNAME AND INITIALS (C + D) SHOW WHOLE EMPLOYEE EMPLOYEE DAYS EXCL ADDRESS/COMMENTS DOLLARS ONLY DAYS (C) 5 60 3000000 ANDERSON T.C. 14.592

*****START DATE, DATE OF BIRTH AND ADDRESS MUST BE SHOWN***** ******FOR ALL EMPLOYEES ADDED BELOW THIS LINE********

7		Smith, John	0	56	10080		14/1/16	9/2/90	12 00	ean St, Riverton
							ı	ı	ı	ı
L										
			TOTAL Col. 4 =		24,672]	INTER	NET PAS	SWORE	XXXX

EMPLOYER NUMBER

RETURN NUMBER: NOTE: NO GST IS PAYABLE ON

THIS CONTRIBUTION

CONTRIB. RATE X 1.0% CONTRIB AMOUNT = \$

AMOUNT)

ONLY)

\$246.72 (SHOW EXACT

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

Biller Code: 2782 Ref: XXXX XXXX XX

1. NOTE: IF A REFERENCE NUMBER IS PREFIXED BY A

REGISTERED WITH MYLEAVE.

ANY NOT LISTED.

DURING THE PERIOD.

SHOW THE DATE HERE.

THE EMPLOYEE HERE.

EMPLOYEES

(C+D)

"3" (E.G.3000000) THEN THAT EMPLOYEE IS NOT

2. ENSURE ALL THE EMPLOYEES YOU ENGAGE IN THE

3. 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

4. EXCEPT FOR APPRENTICES SHOW HERE THE GROSS

AMOUNT PAYABLE (REFER ORDINARY PAY) FOR THE

TOTAL NUMBER OF DAYS SHOWN IN COLUMN 3

5. IF THE EMPLOYEE CEASED DURING THE PERIOD

6. IF ADDING AN EMPLOYEE TO THE RETURN SHOW

7. USE THE COMMENTS AREA TO ADVISE MYLEAVE OF

8. ADD COLUMN 4.SHOW THE TOTAL IN THE BOX AND CALCULATE THE CONTRIBUTION DUE TO MYLEAVE.

ANY RELEVANT INFORMATION CONCERNING

THE START DATE, DATE OF BIRTH AND ADDRESS OF

CONSTRUCTION INDUSTRY ARE LISTED HERE. ADD

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



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

IAIDDI	
BPAY	
CREDIT CARD	
RECEIPT NUMBER	
CHEQUE ENCLOSED	

DAID DV

ADDITIONAL INFORMATION

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 INDUSTRIÁL 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 FOR. YOU WILL NEED TO SUPPLY EVIDENCE OF THIS IN THE FORM OF PAYSLIPS, PAYG ADVICE AND BANK STATEMENTS.

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