



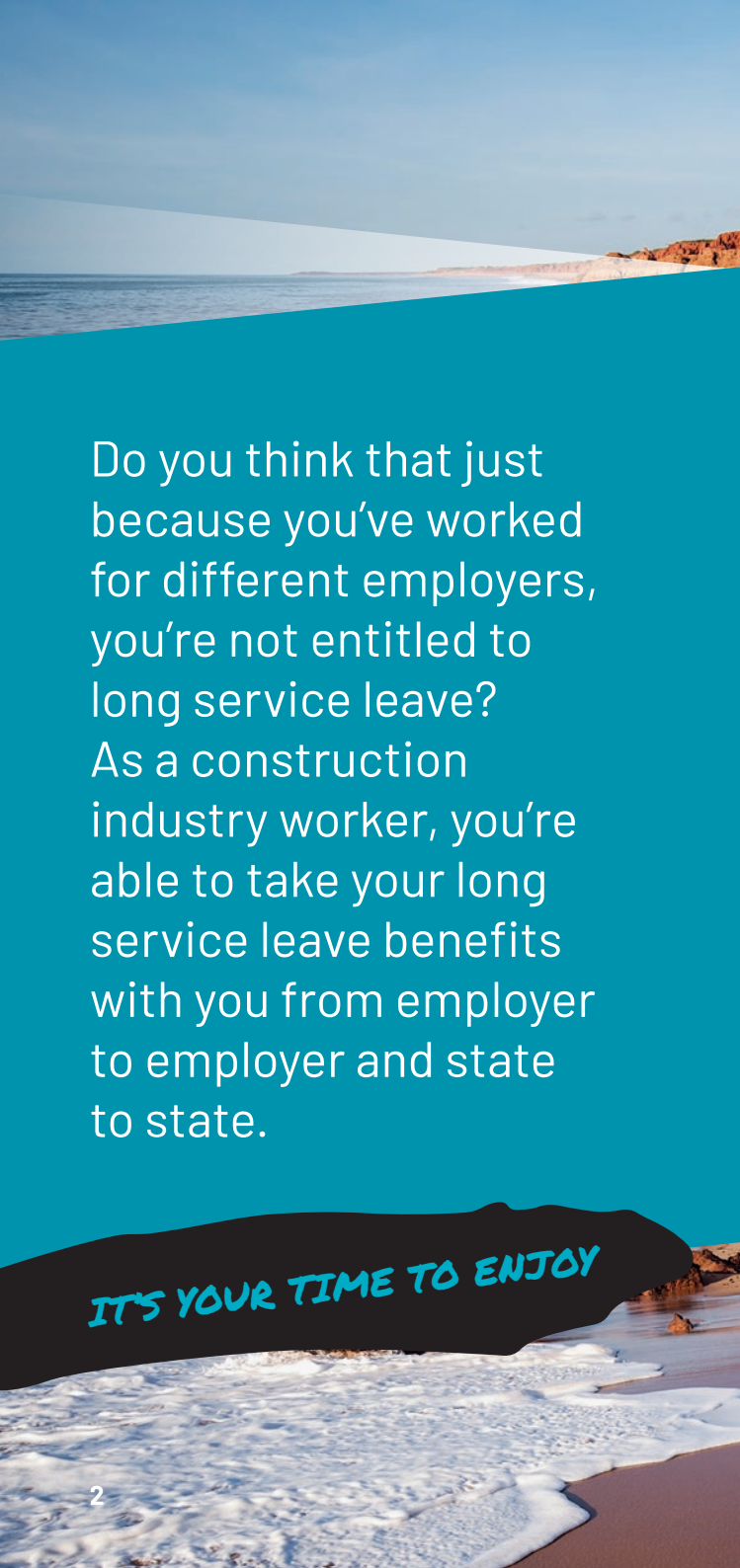
**MyLeave**

Construction  
Long Service WA



How **construction  
industry workers**  
can enjoy the benefits

*YOUR TIME TO ENJOY*



Do you think that just because you've worked for different employers, you're not entitled to long service leave? As a construction industry worker, you're able to take your long service leave benefits with you from employer to employer and state to state.

**IT'S YOUR TIME TO ENJOY**



## It's your leave for the taking!

-  Move from employer to employer, even interstate, without losing your long service leave benefits.

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-  Receive up to 8 $\frac{2}{3}$  weeks long service leave after 10 years.

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-  Pro-rata leave is available after 7 years.

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-  Your leave is managed and paid by MyLeave.

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-  These benefits are only available to eligible construction industry workers.

## Your Entitlements

In Western Australia, to be entitled to a long service leave benefit you normally must accrue a minimum of 7 years' service with a single employer.

However, if you work on-site in the construction industry, you may find yourself working with many employers over the same period.

That's why MyLeave has been established by the Government, exclusively for construction industry workers.

MyLeave allows you to retain your long service leave benefits when you move from employer to employer and state to state. So, it doesn't matter how many employers you've worked for, you can still enjoy the long service leave benefits you're entitled to.

### Who We Are



MyLeave is run by a Board set up by the Government with representatives from both unions and employers. The Board is called the "Construction Industry Long Service Leave Payments Board".

## How MyLeave Works

### **Does it cost anything to register?**

No. There is no cost to eligible workers.

### **Who pays for MyLeave?**

Your employer pays a levy to MyLeave which is a percentage of your ordinary pay. It costs you nothing.

### **Who can apply to register?**

Those employed in the construction industry, as defined, in a classification of work referred to in the 'Prescribed Awards' section of this brochure.

## **What type of construction industry work is included?**

The definition of 'construction industry' (for the purpose of the administration of MyLeave) can be found on the definitions page of our website [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) or by scanning the QR code below.

To give you an idea, this includes construction, alteration, renovation, repair or maintenance to any building, structure or works whether commercial, industrial, domestic, new, or existing and includes the installation, maintenance of, or repairs to fixtures or plant and equipment.



## **How much long service leave do I get?**

After accruing 10 years of service with MyLeave, workers receive  $8\frac{2}{3}$  weeks paid long service leave with an additional  $4\frac{1}{3}$  weeks leave for each additional 5 years of service after that. Pro rata (proportionate) leave of 6 weeks is available after only 7 years.

### **Pro Rata (proportionate) benefits.**

Pro rata (proportionate) leave of 6 weeks is available after only 7 years and can be taken with the approval of your employer.

On termination of your employment, if you have accumulated at least 7 years of service with MyLeave, you can claim a lump sum payment of all accrued long service leave.

## **How much do I get paid and who pays me?**

MyLeave pays you at your ordinary rate of pay averaged over your last 220 days of service in the construction industry.

Your ordinary rate of pay is the amount due to you for paid annual leave (excluding leave loading) or if you are not entitled to paid annual leave, the ordinary rate of pay is the rate of pay payable for ordinary hours which are normally 38 hours per week.

## **How does MyLeave work?**

Every three months employers report how many days each worker has worked for them in the construction industry and pay a levy to MyLeave based on a percentage of their ordinary rate of pay.

MyLeave keeps a record of the reported days and ordinary pay for each registered worker.

Each worker can be credited with a maximum of 220 days per year towards their long service leave entitlement, this is equal to 1 year of service.

Once you reach 7 years of service, you will have a pro-rata entitlement to long service leave. If you do not work 220 days per year, then you will need to work more than 7 years to reach an entitlement.

## **What happens if I have a break from or leave the construction industry, or if I move to an ineligible role?**

Workers can have breaks from the industry of up to two years if you have accrued 1,100 service days or less. If you have accrued between 1,101-1,539 service days, then workers can have a gap of up to 4 years without losing any accrued service days.

Naturally, these breaks do not count towards your entitlement.

On termination of your employment, if you have accumulated at least 7 years of service, you can claim a lump sum payment of all accrued long service leave.

## **What if I leave WA and work in another State?**

See page 9 for information about interstate portability.

## Are You Registered?

### How do I apply for registration?

You may be automatically registered when an employer includes you on a quarterly return made to MyLeave. If you are unsure, please complete and submit a 'Worker Registration Form' on our website [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) or scan the QR code on the right.



If it is found that you are not in a classification of work covered by MyLeave, you will be advised accordingly.

### What happens then?

If you are registered, you will be sent a letter containing your registration number and a password to access your online portal. In the portal, you can view your service, update your contact details, update your password, and submit missing service queries.

Each year you will receive an Annual Statement of Service which will advise of the total accrued service days you have towards your long service leave entitlement.

**NOTE:** You must keep your email address up to date so that you receive your Annual Statement of Service. Failure to do so could result in loss of service days that you may be entitled to. If you do not receive your registration card or hear from us within a few weeks, please contact us.

## Prescribed Awards



Visit our website [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) or scan the QR code to see a list of the prescribed awards which contain the classifications of work eligible for MyLeave.



## Did you receive all the service days you were owed?

It's in your best interest to check your allocated service days each year to ensure that you do not miss out on days of service due to you.

### How to check

- Annual Statements of Service are sent to you by email or post in March each year
- If you have not received a Statement by the end of April, login to your online portal to view your service and update your details or contact MyLeave
- Read your Statement carefully when you receive it
- Log into your online portal regularly and review your service days online. NOTE: Service days are always 3-4 months in arrears
- Please allow two months after the end of each quarter before querying service days to allow for any processing delays.

### Which employers should I query?

Only submit queries for employers that you consider have not contributed for you or who have reported the incorrect number of service days for you.

### How far can I go back?

For tax purposes, employers are only required to keep their records for 5 years. Where records no longer exist, MyLeave cannot accept claims for those periods of service as the service claimed cannot be independently verified.

### What to do if you have a query regarding your allocated service days

Visit our website

[www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) or

scan the QR code on the right to complete an online form for MyLeave to investigate this for you.





## Interstate Portability of Long Service Leave Entitlements

WA has an agreement with similar Schemes operating in every State and Territory in Australia meaning you will not lose any service in WA if you continue to work in the construction industry in another State or Territory, provided you supply us with evidence that you are working elsewhere.

This evidence generally comes in the form of an itemised statement of service which will enable MyLeave to preserve your WA service providing our break-in-service rules have not been exceeded.

You can use service in another State or Territory to gain an entitlement with the State or Territory you are currently working in.

### **What does this mean to me?**

Under the Agreement, you can work in the construction industry in more than one State or Territory and have that service recognised by the other Schemes.

For example: If you had worked interstate and accumulated:

2 years' service in Victoria

2 years' service in South Australia and

3 years' service in Western Australia and if you currently work or last worked in WA

you would now be eligible to claim a long service leave benefit in Western Australia having accrued a total of 7 years' service which is the minimum service requirement to gain a benefit in WA.

# Common Questions About Interstate Long Service Leave

## **When can I apply for my long service leave?**

The minimum number of service days required to claim long service leave varies from State to State. Pro rata (proportionate) long service leave in Western Australia is applicable after the equivalent of 7 years of service in the construction industry.

## **In which State do I apply?**

You apply with the State Scheme in which you currently or last accrued service.

## **When I move to a new State can my service be transferred to the Scheme in the new State?**

No. Each Scheme is based on individual State legislation and due to the differences between the Schemes regarding entitlements and the way Schemes are funded it is not possible to transfer service between Schemes. However, we do recognise interstate service. You need to keep track of the service you have accrued in each State yourself.

## **How is the amount to be paid to me for my long service leave calculated?**

When you make a claim that involves interstate service, each State Scheme determines how much your entitlement in that State is, using the rates of pay applicable in their State. WA uses the ordinary rate of pay for its portion of accrued entitlement. You are then paid the sum of the amounts calculated by each State.

## **Do I need to advise MyLeave of my interstate service?**

Only if you have received a notice regarding the cancellation of your accrued service in WA. In the meantime, you should keep a record of the service accrued in each State you have worked. The Annual Statement of Service sent to you each year by MyLeave will only contain the service accumulated in Western Australia.

### **When I change my address who do I need to advise?**

You need to advise all the Schemes that you are registered with. This can be done via the AUSLEAVE website which is a co-operative venture set up by portable long service leave authorities across Australia. Visit [www.ausleave.com.au](http://www.ausleave.com.au) or scan the QR code below to update your details.



### **What if I have a query with my service days?**

Contact the State Scheme in question.

### **What if I am about to be de-registered in another State?**

If you are now working in the construction industry in Western Australia and you are about to be de-registered by a Scheme in another State, you should advise the State of your registration in Western Australia and provide them with an itemised statement of service from MyLeave.



## **Important Points**

Please be aware that entitlement information recorded by State Schemes is subject to final verification with your employers at the time of processing your claim for long service leave payment. A worker should never submit a resignation or plan to go on long service leave unless the State Scheme in which the claim is made has confirmed that they do in fact have an entitlement due.

# Interstate Contact Information

## **NSW - NSW Long Service Corporation**

Tel: 131 441

Email: [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au)

Website: [www.longservice.nsw.gov.au](http://www.longservice.nsw.gov.au)

## **VIC - CoINVEST**

Tel: (03) 9664 7677

Toll Free: 1300 264 683

Email: [info@coinvest.com.au](mailto:info@coinvest.com.au)

Website: [www.coinvest.com.au](http://www.coinvest.com.au)

## **ACT - ACT Long Service Leave Authority**

Tel: (02) 6247 3900

Toll Free: 1800 655 060

Email: [construction@actleave.act.gov.au](mailto:construction@actleave.act.gov.au)

Website: [www.actleave.act.gov.au](http://www.actleave.act.gov.au)

## **SA - Portable Long Service Leave**

Tel: (08) 8332 6111

Toll Free: 1800 182 124

(only available within SA)

Email: [hello@portableleave.org.au](mailto:hello@portableleave.org.au)

Website: [www.portableleave.org.au](http://www.portableleave.org.au)

## **QLD - QLeave**

Tel: (07) 3212 6811

Toll Free: 1800 803 491

Email: [members@qleave.qld.gov.au](mailto:members@qleave.qld.gov.au)

Website: [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)

## **TAS - TasBuild Limited**

Tel: (03) 6294 0807

Email: [secretary@tasbuild.com.au](mailto:secretary@tasbuild.com.au)

Website: [www.tasbuild.com.au](http://www.tasbuild.com.au)

## **NT - NT BUILD**

Tel: (08) 8936 4070

Toll Free: 1300 795 855

Email: [info@ntbuild.com.au](mailto:info@ntbuild.com.au)

Website: [www.ntbuild.com.au](http://www.ntbuild.com.au)



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