GOVERNMENT OF WESTERN AUSTRALIA

MyLeave Construction Long Service WA

2024 EMPLOYER RETURN CONTRIBUTION DAY CALENDAR FOR A STANDARD 5 DAY WEEK

The time saving way to calculate contribution days.

Returns are distributed to Employers registered with MyLeave at the end of every three-month period. They must be completed and submitted with payment to MyLeave by the due date for the return period.

The purpose of this calendar is to assist employers to calculate the number of contribution days to be shown on the Return for workers who were engaged in eligible construction work as defined (See website for further details).

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 a period.
- ***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, a worker who ceased work on the 10th of January would have a maximum of 8 contribution days for Period One. A worker who started work on the 22nd of January and worked until the end of March would have a maximum of 50 contribution days for Period One.

For information on how to complete your Employer Return, please contact MyLeave on the details provided.

myleave.wa.gov.au | hi@myleave.wa.gov.au | (08) 9476 5400 | Freecall: 1800 198 136 | PO Box 1333 West Perth WA 6872

JANUARY - MARCH: MAXIMUM 65 DAYS

RETURNS DUE

JANUARY	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	1	2	3	4	5			6	7	8	9	10			11	12	13	14	15			16	17	18	19	20			21	22	23
C/days to end of period	65	64	63	62	61			60	59	58	57	56			55	54	53	52	51			50	49	48	47	46			45	44	43

FEBRUARY	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
C/days from start of period	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41	42	43	44
C/days to end of period	42	41			40	39	38	37	36			35	34	33	32	31			30	29	28	27	26			25	24	23	22

Annual statement of service sent to employees

RETURNS SENT

MARCH	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	45			46	47	48	49	50			51	52	53	54	55			56	57	58	59	60			61	62	63	64	65		
C/days to end of period	21			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1		

APRIL - JUNE: MAXIMUM 65 DAYS

RETURNS DUE

APRIL	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
C/days from start of period	1	2	3	4	5			6	7	8	9	10			11	12	13	14	15			16	17	18	19	20			21	22
C/days to end of period	65	64	63	62	61			60	59	58	57	56			55	54	53	52	51			50	49	48	47	46			45	44

MAY	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	23	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41	42	43	44	45
C/days to end of period	43	42	41			40	39	38	37	36			35	34	33	32	31			30	29	28	27	26			25	24	23	22	21

RETURNS SENT

JUNE	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
C/days from start of period			46	47	48	49	50			51	52	53	54	55			56	57	58	59	60			61	62	63	64	65		
C/days to end of period			20	19	18	17	16			15	14	13	12	11			10	9	8	7	6			5	4	3	2	1		

JULY - SEPTEMBER: MAXIMUM 66 DAYS

RETURNS DUE

JULY	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	1	2	3	4	5			6	7	8	9	10			11	12	13	14	15			16	17	18	19	20			21	22	23
C/days to end of period	66	65	64	63	62			61	60	59	58	57			56	55	54	53	52			51	50	49	48	47			46	45	44

AUGUST	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	24	25			26	27	28	29	30			31	32	33	34	35			36	37	38	39	40			41	42	43	44	45	
C/days to end of period	43	42			41	40	39	38	37			36	35	34	33	32			31	30	29	28	27			26	25	24	23	22	

RETURNS SENT

SEPTEMBER	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
C/days from start of period		46	47	48	49	50			51	52	53	54	55			56	57	58	59	60			61	62	63	64	65			66
C/days to end of period		21	20	19	18	17			16	15	14	13	12			11	10	9	8	7			6	5	4	3	2			1

OCTOBER - DECEMBER: MAXIMUM 66 DAYS

RETURNS DUE

OCTOBER	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period	1	2	3	4			5	6	7	8	9			10	11	12	13	14			15	16	17	18	19			20	21	22	23
C/days to end of period	66	65	64	63			62	61	60	59	58			57	56	55	54	53			52	51	50	49	48			47	46	45	44

NOVEMBER	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
C/days from start of period	24			25	26	27	28	29			30	31	32	33	34			35	36	37	38	39			40	41	42	43	44	
C/days to end of period	43			42	41	40	39	38			37	36	35	34	33			32	31	30	29	28			27	26	25	24	23	

RETURNS SENT

DECEMBER	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C/days from start of period		45	46	47	48	49			50	51	52	53	54			55	56	57	58	59			60	61	62	63	64			65	66
C/days to end of period		22	21	20	19	18			17	16	15	14	13			12	11	10	9	8			7	6	5	4	3			2	1

RETURNS DUE ● RETURNS SENT ■ PUBLIC HOLIDAYS