



MyLeave

Construction
Long Service WA



How **Apprentices and Trainees**
in the construction industry
can enjoy the benefits

YOUR TIME TO ENJOY




Long Service Leave
seems a long way
off when you're an
apprentice or trainee.


Did you know
those years of your
apprenticeship /
traineeship can count
towards your long
service leave?


IT'S YOUR TIME TO ENJOY





The perks

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

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

-  Pro rata leave is available after 7 years.

-  MyLeave manages and pays your long service leave entitlement.

-  These benefits are exclusively available to eligible workers in the construction industry.



Your Entitlements

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

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

That's why MyLeave was established by the Western Australian 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".

FAQs

What is long service leave?

Long service leave is extended leave granted after a long period of employment, normally with the same employer.

What is special about the construction industry?

The construction industry functions differently to other industries and is more itinerate in nature so workers in the construction industry have the added benefit of portable long service leave.

So, what does that mean?

It means you can have more than one employer and still qualify for long service, as long as you remain working in the construction industry.

Do I automatically qualify because I'm in the industry?

No. You must be eligible under a classification of work referred to in one of the prescribed Awards and carrying out construction work as defined in our legislation.

To check the prescribed Awards or to register, visit our website www.myleave.wa.gov.au and complete and submit a 'Worker Registration Form' or scan the QR codes below.

Worker Registration
Form



Prescribed
Awards



Does my time as an apprentice or trainee count towards my long service leave?

Yes, providing your employer is meeting their obligations and reporting service for you, and your apprenticeship or traineeship is an arrangement under the *Vocational Education and Training Act 1996*.

How does MyLeave work?

Every three months employers report how many days each eligible worker has worked for them and pay a levy based on a percentage of your ordinary rate of pay.

Employers do not pay a levy for Apprentices and Trainees, they only need to report the service days and we absorb this cost. This is an incentive for employers to take on apprentices and trainees.

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 which is equal to 1 year of service.

Once you reach 7 full 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.

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.

Where does MyLeave get the money from?

MyLeave is funded by employers who pay a levy for their workers in the construction industry. These funds are invested, and the levies paid along with investment returns pays for the long service leave liabilities and MyLeave's operations. MyLeave is free for workers.

Does my employer have to pay for me?

No, not during your apprenticeship or traineeship. However, your employer must register with MyLeave and complete returns showing your days of service in the industry. Once you become a trades person a levy will apply for your employer.

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) benefits.

Pro rata (proportionate) leave of 6 weeks is available after only 7 years of service 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.

What happens if I have a break from the construction industry?

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.

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 MyLeave can be found on the definitions page of our website 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.

Prescribed Awards



Visit our website 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.



How do I register?

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

If it is found that you are not in a classification of work covered by MyLeave, we will let you know.



What happens then?

If you are eligible and not already in our system, you will be registered, then 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: The online portal is only available while your account is active, you will not be able to access it if your account is deregistered due to a break in service.

You must keep your contact details up to date so that you receive your Annual Statement of Service and any advance deregistration notices.

Did you receive all the service days you were owed?

It's in your 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 via 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.
- 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. MyLeave cannot accept claims for periods of service if records are not available. Missing service needs to be independently verified for it to be credited to your account.

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

Visit our website www.myleave.wa.gov.au or scan the QR code on the right to complete an online form for us to investigate this for you.





Interstate Contact Information

NSW - NSW Long Service Corporation

Tel: 131 441

Email: info@longservice.nsw.gov.au

Website: www.longservice.nsw.gov.au

VIC - LeavePlus

Tel: (03) 9664 7677

Toll Free: 1300 264 683

Email: info@leaveplus.com.au

Website: www.leaveplus.com.au

ACT - ACT Long Service Leave Authority

Toll Free: (02) 6247 3900

Email: enquiry@actleave.act.gov.au

Website: 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

Website: www.portableleave.org.au

QLD - QLeave

Tel: (07) 3212 6811

Toll Free: 1800 803 491

Email: members@qleave.qld.gov.au

Website: www.qleave.qld.gov.au

TAS - TasBuild Limited

Tel: (03) 6294 0807

Email: secretary@tasbuild.com.au

Website: www.tasbuild.com.au

NT - NT BUILD

Tel: (08) 8936 4070

Toll Free: 1300 795 855

Email: info@ntbuild.com.au

Website: www.ntbuild.com.au



This publication
is printed on
recycled paper.

Apprentice V1.0 Jan 2024



myleave.wa.gov.au

Email: hi@myleave.wa.gov.au

Phone: **(08) 9476 5400**