

Long Service Leave Authority Contract Cleaning Industry Return Form Checklist and Calendar 2016-2017

Who is covered by the scheme?

- ❖ Any employee who performs cleaning work in the ACT as a result of a cleaning contract is covered by the scheme. This includes full-time, part-time and casual staff.
- ❖ A cleaning contract can be written or verbal and can be between businesses and/or individuals.
- ❖ The scheme does not cover in-house cleaners employed by a business to clean that business's premises.
- ❖ Coverage for Waste Workers commences 1 July 2016

Postal Address

Reply Paid 234
CIVIC SQUARE ACT 2608

Street Address:

National Associations Centre
Unit 8, 71 Constitution Ave
Campbell

Office Hours:

8.30 am to 4.30 pm

Phone

(02) 6247 3900

Fax

(02) 6257 5058

Email

cleaning@actleave.act.gov.au

July 2016

Sun	3	10	17	24	31
Mon	4	11	18	25	
Tue	5	12	19	26	
Wed	6	13	20	27	
Thu	7	14	21	28	
Fri	1	8	15	22	29
Sat	2	9	16	23	30

August 2016

Sun	7	14	21	28	
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	31
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	

September 2016

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	

October 2016

Sun	2	9	16	23	30
Mon	3	10	17	24	31
Tue	4	11	18	25	
Wed	5	12	19	26	
Thu	6	13	20	27	
Fri	7	14	21	28	
Sat	1	8	15	22	29

November 2016

Sun	6	13	20	27	
Mon	7	14	21	28	
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	

December 2016

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31

January 2017

Sun	1	8	15	22	29
Mon	2	9	16	23	30
Tue	3	10	17	24	31
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	

February 2017

Sun	5	12	19	26	
Mon	6	13	20	27	
Tue	7	14	21	28	
Wed	1	8	15	22	29
Thu	2	9	16	23	30
Fri	3	10	17	24	
Sat	4	11	18	25	

March 2017

Sun	5	12	19	26	
Mon	6	13	20	27	
Tue	7	14	21	28	
Wed	1	8	15	22	29
Thu	2	9	16	23	30
Fri	3	10	17	24	31
Sat	4	11	18	25	

April 2017

Sun	2	9	16	23	30
Mon	3	10	17	24	
Tue	4	11	18	25	
Wed	5	12	19	26	
Thu	6	13	20	27	
Fri	7	14	21	28	
Sat	1	8	15	22	29

May 2017

Sun	7	14	21	28	
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	31
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	

June 2017

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	

On Your Employer Quarterly return

Please include

- ❖ Gross ordinary wages, any above award payment, payments for shiftwork or weekend work, sick leave, annual leave, public holidays, workers' compensation payments (paid directly by the employer, the employer then reimbursed from the insurance company)

Do not include

- ❖ Overtime, annual leave paid on termination, travel allowance, one-off bonuses, meal allowance, payment for materials & equipment, protective clothing allowance, redundancy payments

Return & payment due dates

ACT Public Holiday

Avoid Penalties

Lodge your return and payment by the due date

Organise an extension of time if you can't complete your return or make your payment by the due date