



Long Service Leave Authority

Contract Cleaning Fact Sheet

Attribute	Scheme Details
Scheme Commencement	24 June 2000
Portability	Provides a portable long service leave entitlement to employees undertaking relevant work across the contract cleaning industry for any employer within the industry
Compulsory Registration of Employers and Employees	Yes for all employers and their employees
Scope/Definition of Scheme	<ul style="list-style-type: none"> • All contract cleaning work conducted in the ACT (except on buildings under construction) • Includes drivers and sorters for waste management facilities as from 1 July 2016 • Includes interstate-based companies working in the ACT
Scheme Expansion	Coverage for Waste Workers commences 1 July 2016
Basic Worker/Employee Entitlement	6.06 weeks leave after 7 years of service in the industry
Other Entitlements/Benefits	<ul style="list-style-type: none"> • 5 years if leaving industry permanently, (payment after 20 weeks) • 55 days if leaving the industry due to incapacity, retirement age (55) or death (payment to estate) for workers registered before 1 July 2012, 5 years of service for workers registered after 1 July 2012
Maximum Break in Service/Employment in Industry	Over 4 years – employees with less than 5 years service are deregistered
Minimum Period of Leave	2 weeks
Payment instead of Leave	No
Days of service required for one year's credit	365
Reciprocal Agreement with other States and Territories	Queensland and New South Wales
Calculation of Entitlement	Years/days of service x highest of weekly wages for the most recent 2, 4, 20 and 40 quarters
Backdating of Service	Yes
Information from Authority to Employees	Annual Certificates: -number of days of service credited (total and last financial year) -total ordinary remuneration during the previous financial year -name of each employer

Employer Levy	1.60% of ordinary wages of employees (post April 2015) 2.00% of ordinary wages of employees (pre April 2015) Levy contributions are GST exempt
Employer Returns (employees' working days and wages)	Quarterly – January, April, July, October
Methods of Returns	<ul style="list-style-type: none"> • Electronic Web Return • Spreadsheet electronic update
Employer Penalties	Late Return - \$100 per month or part thereof Late Payment - \$100 per month or part thereof
Employer Reimbursements	<ol style="list-style-type: none"> 1. Where an employee has accrued an entitlement through service that is covered by a combination of the Long Service Leave Act 1976 and the Long Service Leave (Portable Schemes) Act 2009, the payment to the employee is to be made by the employer, in accordance with the Long Service Leave Act 1976. The employer can then apply to the Authority for reimbursement of the portion of the payment that relates to service since the commencement of the portable scheme. Reimbursement will be paid to the employer in accordance with the Long Service Leave Act 1976. 2. All payments to employees based solely on service accrued after the commencement of the portable scheme will be made directly by the Authority under the Long Service Leave (Portable Schemes) Act 2009.
Information from Authority to Employers	Quarterly Return Quarterly Statement of Account
Inspection Powers	Broad range of powers: <ul style="list-style-type: none"> • entry to employer premises • right of access to and examination of employment records
Taxation of LSL Payments	<ul style="list-style-type: none"> • Leave taken is debited against the most recent accrued long service leave • Tax on all payment is calculated by the Authority, withheld from the payment and paid directly to the ATO • Payment Summary is forwarded to the employee