

## Cleaning Industry Fact Sheet

Attribute	Scheme details
<b>Scheme Commencement</b>	24 June 2000
<b>Portability</b>	Provides a portable long service leave entitlement to employees undertaking relevant work across the Cleaning Industry for any employer within the industry
<b>Compulsory Registration of Employers and Employees</b>	Yes for all employers and their employees performing relevant work
<b>Scope/Definition of the scheme (including scheme expansion)</b>	<ul style="list-style-type: none"> <li>▪ All contract cleaning work conducted in the ACT (except on buildings under construction)</li> <li>▪ Includes drivers and sorters for waste management facilities as of 1 July 2016</li> <li>▪ Includes interstate based companies working in the ACT</li> </ul>
<b>Employee Entitlement</b>	6.06 weeks of leave after 7 years of service
<b>Other entitlements for Employees registered after 1 July 2012</b>	<ul style="list-style-type: none"> <li>▪ 5 years (1825 days)– for leaving the industry, total incapacity, Age retirement (ages 55 and over) and deceased claims</li> </ul>
<b>Other entitlements for Employees registered <u>before</u> 1 July 2012</b>	<ul style="list-style-type: none"> <li>▪ 5 years – (1825 days) - for leaving the industry</li> <li>▪ 55 days – 1824 days - total incapacity, age retirement (ages 55 and over) or deceased claims</li> </ul>
<b>Maximum break in service/employment in the industry</b>	If employees have a break in service of over 4 years, their account is deregistered
<b>Payment instead of leave</b>	Not applicable for the Cleaning Industry
<b>Minimum period of leave</b>	2 weeks leave minimum per claim (14 days)
<b>Reciprocal agreement with other states and territories</b>	Yes, with QLD and NSW only
<b>Calculation of entitlement</b>	Calculated weekly pay rate is the highest of the weekly averages of the ordinary remuneration received by the registered worker in the immediate previous 6 months, 12 months or 5 years
<b>Backdating of service</b>	Employees service can be backdated up to 4 years from their registration date
<b>Information from the Authority to employees</b>	<ul style="list-style-type: none"> <li>▪ An annual statement is sent to the employees registered postal/email address showing service credits from the last financial year. Annual statements will be electronically sent to the employees registered email address from 2017-2018 financial year</li> <li>▪ New employee registration letters – a letter is sent when an employee is registered with the portable scheme.</li> </ul>
<b>Employer Levy</b>	<p>From 1 April 2015 the levy rate is 1.60%</p> <p>24 June 2000 – 31 March 2015 – levy rate 2.0%</p> <p>Levy contributions are GST exempt</p>

<b>Employer returns</b>	Employer returns are lodged quarterly
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	<ul style="list-style-type: none"> <li>▪ January – March (due date 30 April)</li> <li>▪ April – June (due date 31 July)</li> <li>▪ July – September (due date 31 October)</li> <li>▪ October – December (due date 31 January)</li> </ul>
<b>Methods of returns</b>	Employers can lodge their quarterly returns via the online portal There is an option to upload data via a CSV file spreadsheet
<b>Employer penalties</b>	<p>Employer penalties apply if a return is not lodged and/or paid before the due date</p> <ul style="list-style-type: none"> <li>▪ \$100 late lodgment penalty</li> <li>▪ \$100 late payment penalty</li> </ul> <p>If the penalties are not paid then a further \$100 penalty accrues each month moving forward</p>
<b>Employer reimbursements</b>	<ol style="list-style-type: none"> <li>1. Where an employee has accrued an entitlement through service that is covered by a combination of the <b>Long Service Leave Act 1976</b> and the <b>Long Service Leave (Portable Schemes) Act 2009</b>, the payment to the employee is to be made by the employer, in accordance with the <b>Long Service Leave Act 1976</b>. 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 <b>Long Service Leave Act 1976</b>.</li> <li>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 <b>Long Service Leave (Portable Schemes) Act 2009</b>.</li> </ol>
<b>Information from the Authority to Employers</b>	Every quarter a statement of account and information regarding the next return period is sent electronically
<b>Working Directors and registered contractors</b>	Contractors and Working Directors are not classified as employees, but have the option to register with the Authority and make contributions for themselves as of 1 July 2017
<b>Inspection powers</b>	The Authority has a broad range of powers including entry to employer premises and right of access to and examination of employment records
<b>Taxation of leave payments</b>	Tax on all payments is calculated by the Authority, withheld from the payment in accordance with ATO guidelines and remitted directly to the ATO. A PAYG payment summary is sent to the employee