



2018-2019

ACT Long Service Leave Authority Building and Construction Industry Checklist and Calendar

Office Hours: Monday to Friday, 8:30am – 4:30pm
Postal Address: Reply paid 234 Civic Square ACT 2608
Street Address: 1/28 Thynne Street Bruce ACT 2617
Email: construction@actleave.act.gov.au
Phone: (02) 6247 3900 Fax: (02) 6257 5058

- Ordinary gross wages are wages before tax is deducted.
- Wages should be entered for all employees (e.g. casual, part-time, full-time, apprentices) that perform relevant work in the ACT only.
- If employees have terminated, include their cease date.
- **Avoid Penalties** – Lodge and pay by the due date or request an extension of time.

Paid days include

- ✓ Days worked
- ✓ Rostered days off
- ✓ Annual leave
- ✓ Sick leave
- ✓ Public holidays
- ✓ Apprentice tech days
- ✓ Workers comp

Paid days do not include

- * Site allowance
- * Overtime
- * Travel allowance
- * On call allowance
- * 17.5% Annual leave loading
- * Work outside the ACT
- * Annual leave paid on termination

Employees to include

- ✓ Leading hands
- ✓ Casual employees
- ✓ Apprentices
- ✓ Foreman & Site Supervisors

Do not include

- * Working Directors
- * School based apprentices
- * Office workers
- * Sub-contractors

■ ACT Public Holidays

■ Return & Payment Due Date

July 2018 (22)

Mon	2	9	16	23	30
Tue	3	10	17	24	
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	

August 2018 (23)

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

September 2018 (20)

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	

65 Days

October 2018 (23)

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	

November 2018 (22)

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

December 2018 (21)

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	

66 Days

January 2019 (23)

Mon	7	14	21	28	
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	31
Fri	4	11	18	25	

February 2019 (20)

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	

March 2019 (21)

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

64 Days

April 2019 (22)

Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	
Thu	4	11	18	25	
Fri	5	12	19	26	

May 2019 (23)

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

June 2019 (20)

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	

65 Days