



Long Service Leave Authority Building and Construction Industry Return Form Checklist and Calendar 2016-2017



Street Address: National Associations Centre, Unit 8, 71 Constitution Ave, Campbell ACT 2612
 Postal Address: Reply Paid 234, Civic Square ACT 2608
 Office Hours: 8.30am to 4.30pm
 Email: construction@actleave.act.gov.au

<p>'APPR & Other Wages' Include: Allowances for: <input checked="" type="checkbox"/> Leading Hands <input checked="" type="checkbox"/> Foreman & Site Supervisors</p> <p>Don't include: <input checked="" type="checkbox"/> Site allowance <input checked="" type="checkbox"/> Travel allowance <input checked="" type="checkbox"/> Annual leave paid on termination <input checked="" type="checkbox"/> 17.5% annual leave loading <input checked="" type="checkbox"/> Payment for days worked outside the ACT <input checked="" type="checkbox"/> Overtime</p> <p>NB – 'APPR & Other Wages' is pay before tax is deducted.</p> <p>Paid days include: <input checked="" type="checkbox"/> Worked days <input checked="" type="checkbox"/> Rostered days off <input checked="" type="checkbox"/> Annual leave <input checked="" type="checkbox"/> Sick leave <input checked="" type="checkbox"/> Public holidays <input checked="" type="checkbox"/> Apprentices' tech days <input checked="" type="checkbox"/> Workers comp.</p> <p>New Employees do include: <input checked="" type="checkbox"/> Date they started work in the ACT <input checked="" type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Address</p> <p>Employees who have ceased include: <input checked="" type="checkbox"/> Date they finished work</p>	<p>July 2016</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Mon</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>Tue</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>Wed</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>Thu</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>Fri</td><td>1</td><td>8</td><td>15</td><td>22</td></tr> </table> <p style="text-align: right; border: 1px solid black; padding: 2px;">21</p>	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	<p>August 2016</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Mon</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>Tue</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>Wed</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>Thu</td><td>4</td><td>11</td><td>18</td><td>25</td><td></td></tr> <tr><td>Fri</td><td>5</td><td>12</td><td>19</td><td>26</td><td></td></tr> </table> <p style="text-align: right; border: 1px solid black; padding: 2px;">23 Jul/Sep Return - total 66 days</p>	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		<p>September 2016</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Mon</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>Tue</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>Wed</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>Thu</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>Fri</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> </table> <p style="text-align: right; border: 1px solid black; padding: 2px;">22</p>	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	<p>Interstate Service ensure... <input checked="" type="checkbox"/> Employees working interstate are registered in the state where the work is being performed</p> <p>Casual Employees include... <input checked="" type="checkbox"/> Days paid in Paid days box</p> <p>Working Directors: <input checked="" type="checkbox"/> As of 1 July 2015 Working Directors will be classified as Contractors. Please do not declare wages in the employer's quarterly return</p> <p>Avoid Penalties... <input checked="" type="checkbox"/> Lodge your return and payment by the due date <input checked="" type="checkbox"/> Organise an extension of time if you can't complete your return or make your payment by the due date</p> <p>■ Return & Payment Due Dates ■ ACT Public Holiday</p> <p>Phone: 02 6247 3900 Fax: 02 6257 5058</p>				
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