

	July 2023 (31)						August 2023 (31)						September 2023 (30)					
	Mon		3	10	17	25	31	Mon		7	14	21	28	Mon		4	11	18
92 Days	Tue		4	11	18	26		Tue	1	8	15	22	29	Tue		5	12	19
	Wed		5	12	19	27		Wed	2	9	16	23	30	Wed		6	13	20
	Thu		6	13	20	28		Thu	3	10	17	24	31	Thu		7	14	21
	Fri		7	14	21	29		Fri	4	11	18	25		Fri	1	8	15	22
	Sat	1	8	16	22	30		Sat	5	12	19	26		Sat	2	9	16	23
	Sun	2	9	16	23	31		Sun	6	13	20	27		Sun	3	10	17	24
	October 2023 (31)					November 2023 (30)						December 2023 (31)						
92 Days	Mon		2	9	16	23	30	Mon		6	13	20	27	Mon		4	11	18
	Tue		3	10	17	24	31	Tue		7	14	21	28	Tue		5	12	19
	Wed		4	11	18	25		Wed	1	8	15	22	29	Wed		6	13	20
	Thu		5	12	19	26		Thu	2	9	16	23	30	Thu		7	14	21
	Fri		6	13	20	27		Fri	3	10	17	24		Fri	1	8	15	22
	Sat		7	14	21	28		Sat	4	11	18	25		Sat	2	9	16	23
	Sun	1	8	15	22	29		Sun	5	12	19	26		Sun	3	10	17	24
	Janu	ary 2	024	(31)				Febru	Jary 3	2024	4 (29))		March	202	24 (3	1)	
	Janu Mon	ary 2 1	024 8	(31) 15	22	29		Febru Mon	Jary 1	2024 5	1 (29 12) 19	26	March Mon	202	2 4 (3 4	1) 11	18
						29 30			Jary (-	26 27		202	-	11 12	19
SVE	Mon	1	8	15	22			Mon	Jary 1	5	12	19		Mon	202	4	11	
Days	Mon Tue	1 2	8 9	15 16	22 23	30		Mon Tue	Jary : 1	5 6	12 13	19 20	27	Mon Tue Wed Thu	202	4 5 6 7	11 12 13 14	19 20 21
91 Days	Mon Tue Wed	1 2 3	8 9 10	15 16 17	22 23 24	30		Mon Tue Wed		5 6 7	12 13 14	19 20 21	27 28	Mon Tue Wed Thu Fri	1	4 5 6 7 8	11 12 13 14 15	19 20 21 22
	Mon Tue Wed Thu	1 2 3 4 5 6	8 9 10 11 12 13	15 16 17 18 19 20	22 23 24 25 26 27	30		Mon Tue Wed Thu	1 2 3	5 6 7 8 9 10	12 13 14 15 16 17	19 20 21 22 23 24	27 28	Mon Tue Wed Thu Fri Sat	1 2	4 5 6 7 8 9	11 12 13 14 15 16	19 20 21 22 23
	Mon Tue Wed Thu Fri	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	30		Mon Tue Wed Thu Fri	1 2	5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	27 28	Mon Tue Wed Thu Fri	1	4 5 6 7 8	11 12 13 14 15	19 20 21 22
	Mon Tue Wed Thu Fri Sat	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21	22 23 24 25 26 27	30		Mon Tue Wed Thu Fri Sat	1 2 3 4	5 6 7 8 9 10 11	12 13 14 15 16 17 18	19 20 21 22 23 24	27 28	Mon Tue Wed Thu Fri Sat	1 2 3	4 5 6 7 8 9 10	11 12 13 14 15 16 17	19 20 21 22 23
	Mon Tue Wed Thu Fri Sat Sun	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21	22 23 24 25 26 27	30		Mon Tue Wed Thu Fri Sat Sun	1 2 3 4	5 6 7 8 9 10 11	12 13 14 15 16 17 18	19 20 21 22 23 24	27 28	Mon Tue Wed Thu Fri Sat Sun	1 2 3	4 5 6 7 8 9 10	11 12 13 14 15 16 17	19 20 21 22 23
91	Mon Tue Wed Thu Fri Sat Sun	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21	22 23 24 25 26 27 28	30 31		Mon Tue Wed Thu Fri Sat Sun	1 2 3 4	5 6 7 8 9 10 11	12 13 14 15 16 17 18	19 20 21 22 23 24 25	27 28 29	Mon Tue Wed Thu Fri Sat Sun	1 2 3	4 5 6 7 8 9 10 4 (30	11 12 13 14 15 16 17	19 20 21 22 23 24
91	Mon Tue Wed Thu Fri Sat Sun April Mon	1 2 3 4 5 6 7 2024 1	8 9 10 11 12 13 14 4 (30 8	15 16 17 18 19 20 21)) 15	22 23 24 25 26 27 28 28	30 31 29		Mon Tue Wed Thu Fri Sat Sun	1 2 3 4	5 6 7 8 9 10 11 4 (31	12 13 14 15 16 17 18)	19 20 21 22 23 24 25 20	27 28 29 29	Mon Tue Wed Thu Fri Sat Sun June Mon	1 2 3	4 5 6 7 8 9 10 4 (30 3	11 12 13 14 15 16 17)	19 20 21 22 23 24
Days 91	Mon Tue Wed Thu Fri Sat Sun April Mon Tue	1 2 3 4 5 6 7 2024 1 2	8 9 10 11 12 13 14 4 (30 8 9	15 16 17 18 19 20 21 21) 15 16	22 23 24 25 26 27 28 22 28	30 31 29		Mon Tue Wed Thu Fri Sat Sun Mon Tue	1 2 3 4 2024	5 6 7 8 9 10 11 11 4 (31 6 7	12 13 14 15 16 17 18) 13 13 14	19 20 21 22 23 24 25 20 21	27 28 29 29 27 28	Mon Tue Wed Thu Fri Sat Sun June Mon Tue	1 2 3	4 5 6 7 8 9 10 4 (30 3 4	11 12 13 14 15 16 17) 10 11	19 20 21 22 23 24 17 18
91	Mon Tue Wed Thu Fri Sat Sun April Mon Tue Wed	1 2 3 4 5 6 7 2024 1 2 3	8 9 10 11 12 13 14 4 (30 8 9 10	15 16 17 18 19 20 21 20 21)) 15 16 17	22 23 24 25 26 27 28 22 23 22 23 24	30 31 29		Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	1 2 3 4 2024	5 6 7 8 9 10 11 11 4 (31 6 7 8	12 13 14 15 16 17 18 13 13 14 15	19 20 21 22 23 24 25 20 21 22	27 28 29 29 27 28 29	Mon Tue Wed Thu Fri Sat Sun June Mon Tue Wed	1 2 3	4 5 6 7 8 9 10 4 (30 3 4 5	11 12 13 14 15 16 17) 10 11 12	19 20 21 22 23 24 17 18 19
Days 91	Mon Tue Wed Thu Fri Sat Sun April Mon Tue Wed Thu	1 2 3 4 5 6 7 2024 1 2 3 4	8 9 10 11 12 13 14 4 (30 8 9 10 11	15 16 17 18 19 20 21 20 21)) 15 16 17 18	22 23 24 25 26 27 28 22 23 22 23 24 25	30 31 29		Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu	1 2 3 4 2024 1 2	5 6 7 8 9 10 11 11 4 (31 6 7 8 9	12 13 14 15 16 17 18 13 14 15 16	19 20 21 22 23 24 25 20 21 22 23	27 28 29 29 27 28 29 30	Mon Tue Wed Thu Fri Sat Sun June Mon Tue Wed Thu	1 2 3	4 5 6 7 8 9 10 10 4 (30 3 4 5 6	11 12 13 14 15 16 17)) 10 11 12 13	19 20 21 22 23 24 17 18 19 20

Lodging quarterly returns

- ✓ Ordinary gross wages are wages before tax is deducted.
- ✓ Wages to be entered for all employees that perform relevant work in the ACT only.
- ✓ If an employee has stopped working for you, include their cease date.
- Avoid penalties—lodge and pay by the due date or request an ✓ extension of time.
- Include businesses that provide one or more of the following licenced \checkmark services i.e. patrol guards, cash-in transit, guards with firearm or dog, monitoring centre operator, bodyguard, security consultant, crowd control (excludes work in relation to security equipment e.g. advice, sales, maintenance, installation and repair)

Paid days include

18 25

21 28

21 28

17 24

20 27

21 28

22 29

23 30

26

27

29

30

25

26

27

29

30

31

25

26

27

28

29

30

31

25

26

Days worked ✓

- Shift/weekend work \checkmark
- Annual leave 1
- Sick leave \checkmark
- √
- \checkmark
- \checkmark

Employees to include

✓ Casual, part-time, full-time employees

- Paid days do not include
- Meal/clothing allowance x
- Overtime ×
- Travel allowance x
- On call allowance ×
- Annual leave loading ×
- Work outside the ACT ×
- Annual leave paid on termination

Employees not to include

* Working Directors

Need more information?

Office hours: Monday to Friday, 8:30am - 4:30pm Address: 1/28 Thynne Street, Bruce Visit: actleave.act.gov.au Email: security@actleave.act.gov.au Call: 02 6247 3900

ACT Public Holidays

Return & Payment Due Date

- Public holidays
- Workers' compensation
- Above award payments

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