



65 Days 65 Days	July 2023 (21)						August 2023 (23)							September 2023 (21)						
	Mon	3	10	17	24	31		Mon		7	14	21	28		Mon		4	11	18	25
	Tue	4	11	18	25			Tue	1	8	15	22	29		Tue		5	12	19	26
	Wed	5	12	19	26			Wed	2	9	16	23	30		Wed		6	13	20	27
	Thu	6	13	20	27			Thu	3	10	17	24	31		Thu		7	14	21	28
	Fri	7	14	21	28			Fri	4	11	18	25			Fri	1	8	15	22	29
	October 2023 (22)					November 2023 (22)							December 2023 (21)							
	Mon	2	9	16	23	30		Mon		6	13	20	27		Mon		4	11	18	25
	Tue	3	10	17	24	31		Tue		7	14	21	28		Tue		5	12	19	26
	Wed	4	11	18	25			Wed	1	8	15	22	29		Wed		6	13	20	27
	Thu	5	12	19	26			Thu	2	9	16	23	30		Thu		7	14	21	28
	Fri	6	13	20	27			Fri	3	10	17	24			Fri	1	8	15	22	29
	January 2024 (23)					February 2024 (21)							March 2024 (21)							
	Janua	ıry 2	2024	1 (2:	3)			Febru	ary 2	202	4 (2	1)			March	202	24 (2	21)		
	Janua Mon	i ry 2	2 024 8	1 (2: 15	3) 22	29		Februe Mon	ary :	202 5	•	-	26		March Mon	202	2 4 (2 4	2 1)	18	25
<i>\</i> 2				•	22	29 30			ary :		12	-	26 27			202	ì		18 19	25 26
Days	Mon	1	8	15	22			Mon	ary :	5	12	19			Mon	202	4	11		
65 Days	Mon Tue	1 2	8 9	15 16	22 23	30		Mon Tue	ary:	5 6	12 13	19 20	27 28		Mon Tue	202	4 5	11 12	19	26
65 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 15	19 20 21	27 28		Mon Tue Wed	202	4 5 6	11 12 13	19 20	26 27
65 Days	Mon Tue Wed Thu Fri	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25	30		Mon Tue Wed Thu Fri	1 2	5 6 7 8 9	12 13 14 15 16	19 20 21 22	27 28		Mon Tue Wed Thu Fri	1	4 5 6 7 8	11 12 13 14 15	19 20 21	26 27 28
65 Days	Mon Tue Wed Thu	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25	30		Mon Tue Wed Thu	1 2	5 6 7 8 9	12 13 14 15 16	19 20 21 22	27 28 29		Mon Tue Wed Thu	1	4 5 6 7 8	11 12 13 14 15	19 20 21	26 27 28
65	Mon Tue Wed Thu Fri April 2	1 2 3 4 5	8 9 10 11 12 4 (2	15 16 17 18 19 2) 15	22 23 24 25 26	30 31 29		Mon Tue Wed Thu Fri May 2	1 2	5 6 7 8 9	12 13 14 15 16 3)	19 20 21 22 23	27 28 29 27		Mon Tue Wed Thu Fri June 2	1 202 4	4 5 6 7 8	11 12 13 14 15	19 20 21 22	26 27 28
Days 65	Mon Tue Wed Thu Fri April 2 Mon	1 2 3 4 5 202	8 9 10 11 12 4 (2 8	15 16 17 18 19 2) 15	22 23 24 25 26	30 31 29		Mon Tue Wed Thu Fri May 2 Mon	1 2	5 6 7 8 9 1 (2:	12 13 14 15 16 3) 13	19 20 21 22 23	27 28 29 27 28		Mon Tue Wed Thu Fri June 2 Mon	1 2 02 4	4 5 6 7 8 1 (20	11 12 13 14 15 D)	19 20 21 22	26 27 28
65	Mon Tue Wed Thu Fri April 2 Mon Tue	1 2 3 4 5 202 1 2	8 9 10 11 12 4 (2 8 9	15 16 17 18 19 2) 15 16	22 23 24 25 26 22 23 24	30 31 29		Mon Tue Wed Thu Fri May 2 Mon Tue	1 2	5 6 7 8 9 1 (2: 6 7	12 13 14 15 16 3) 13 14 15	19 20 21 22 23 20 21 22	27 28 29 27 28 29		Mon Tue Wed Thu Fri June 2 Mon Tue	1 2 024 3	4 5 6 7 8 1 (20 10 11 12	11 12 13 14 15 D) 17 18 19	19 20 21 22 24 25	26 27 28
Days 65	Mon Tue Wed Thu Fri April 2 Mon Tue Wed	1 2 3 4 5 5 202 1 2 3	8 9 10 11 12 4 (2 8 9	15 16 17 18 19 2) 15 16	22 23 24 25 26 22 23 24	30 31 29		Mon Tue Wed Thu Fri May 2 Mon Tue Wed	1 2 02 4	5 6 7 8 9 1 (23 6 7 8	12 13 14 15 16 3) 13 14 15 16	19 20 21 22 23 20 21	27 28 29 27 28 29 30		Mon Tue Wed Thu Fri June 2 Mon Tue Wed	1 2024 3 4 5	4 5 6 7 8 1 (20 10	11 12 13 14 15 D) 17	19 20 21 22 24 25 26	26 27 28

Lodging quarterly returns

- ✓ Ordinary gross wages are wages before tax is deducted.
- √ Wages to be entered for all employees (e.g. casual, part-time, full-time, apprentices) that perform relevant work in the ACT only.
- \checkmark 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.

Paid days include

- ✓ Days worked
- Rostered days off
- ✓ Annual leave
- Sick leave
- Public holidays
- · Tublic Holladys
- ✓ Apprentice tech days
- ✓ Workers' compensation

Paid days do not include

- * Site allowance
- Solution Service
 Solution Service
- × Travel allowance
- × On call allowance
- * Annual leave loading
- Work outside the ACT
- Annual leave paid on termination

Employees to include

- Leading hands
- Casual employees
- Apprentices (including school based)
- ✓ Foreman & site supervisors

Employees not to include

- Working Directors
- Office workers
- Sub-contractors

Need more information?

Office hours: Monday to Friday, 8:30am – 4:30pm

Address: 1/28 Thynne Street, Bruce

Visit: actleave.act.gov.au

Email: construction@actleave.act.gov.au

Call: 02 6247 3900