



2019-2020

**ACT Long Service Leave Authority
Cleaning 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: cleaning@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 employees that perform 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.
- A cleaning contract can be written or verbal and can be between businesses and/or individuals.

Paid days include

- ✓ Days worked
- ✓ Shift/weekend work
- ✓ Annual leave
- ✓ Sick leave
- ✓ Public holidays
- ✓ Workers comp
- ✓ Above award payments

Paid days do not include

- ✗ Meal/Clothing allowance
- ✗ Overtime
- ✗ Travel allowance
- ✗ On call allowance
- ✗ 17.5% Annual leave loading
- ✗ work outside the ACT
- ✗ Annual leave paid on termination

Employees to include

- ✓ Contract cleaners
- ✓ Casual, Part-Time and Full-Time employees
- ✓ Waste workers

Do not include

- ✗ Working Directors
- ✗ Sub-contractors
- ✗ In house cleaners employed by a business to clean that business' premises

 ACT Public Holidays

 Return & Payment Due Date

July 2019 (31)

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	
Sat	6	13	20	27	
Sun	7	14	21	28	

92 Days

August 2019 (31)

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
Sat	3	10	17	24	31
Sun	4	11	18	25	

September 2019 (30)

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	
Sat	7	14	21	28	
Sun	1	8	15	22	29

October 2019 (31)

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	
Sat	5	12	19	26	
Sun	6	13	20	27	

92 Days

November 2019 (30)

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
Sat	2	9	16	23	30
Sun	3	10	17	24	

December 2019 (31)

Mon	2	9	16	23	30
Tue	3	10	17	24	31
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	
Sun	1	8	15	22	29

January 2020 (31)

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
Sat	4	11	18	25	
Sun	5	12	19	26	

91 Days

February 2020 (29)

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	
Sat	1	8	15	22	29
Sun	2	9	16	23	

March 2020 (31)

Mon	2	9	16	23	30
Tue	3	10	17	24	31
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	
Sun	1	8	15	22	29

April 2020 (30)

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	
Sat	4	11	18	25	
Sun	5	12	19	26	

91 Days

May 2020 (31)

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
Sat	2	9	16	23	30
Sun	3	10	17	24	31

June 2020 (30)

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	
Sat	6	13	20	27	
Sun	7	14	21	28	