



2019-2020

ACT Long Service Leave Authority Community Sector 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: community@actleave.act.gov.au

- 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.

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

- ✓ Advocacy care workers
- ✓ Aged care, child care and disability workers
- ✓ Care home employees (excluding medical)
- ✓ Casual, part-time and full-time

Do not include

- ✗ Working Directors
- ✗ Sub-contractors
- ✗ Teachers

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	

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	

92 Days

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	

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	

92 Days

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	

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	

91 Days

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	

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	

91 Days