

Community Sector Industry FAQ's

Employee

▪ **I work in the community sector, do I need to register?**

If you are an employee for a community sector company and you are performing relevant work, then your employer is required to register you.

▪ **Am I performing relevant work?**

Relevant work carried out in the community sector industry, is defined as work in the industry of providing:

- Education and care services (means an approved education and care service under the *Education and Care Services National Law (ACT) Act 2011*, section 5 (1)) – teachers who perform education and care services are covered under the portable schemes legislation;
- Residential care services (care accommodation or homes for disadvantaged people where nursing or medical care is not provided as a major service, including residential correction services for young offenders);
- Non-residential care welfare services (including fund-raising services for welfare services) not included in other community sector industries;
- Employment placements services for disabled people;
- Community service advocacy services;
- As of 1 July 2016 the community sector includes residential aged care and community aged care services;
- The scheme includes interstate based companies with employees working in the ACT;
- Includes employees whether they are full time, part time or casual.

▪ **I am a working director/sole trader, do I need to register?**

If you are a contractor or working director, you are not required to be registered – however you can register as a contractor and make your own quarterly contributions if you would like to work towards a long service leave entitlement. Service can be backdated up to 1 year from the date you register, however service cannot be recorded prior to 1 July 2017.

▪ **How do I check if I am registered?**

Once you are registered a letter is posted to the address provided by your employer advising you of your registration details. If you have not received a letter and think you should be registered please contact the Authority.

▪ **How do I check how much service I have?**

To check your service, you can login to the online employee portal (<http://www.actleave.act.gov.au/>) using your registration details (if known). If you do not know your details then you can email or call the Authority to check or update your current details, service history and entitlement.

- **I am missing service, what do I do?**

If you think you are missing service, please ensure you were working in the relevant industry (in ACT) and performing relevant work and you were an employee of the company. If you think you meet this criteria, you can contact the Authority to obtain a missing service claim form. You will need to provide the Authority with copies of your pay slips or group certificates for the period of service you are missing. The Authority can then investigate and follow up with your employer/s and try to obtain any missing service.

- **I forgot my password to login to the online portal, how do I get a new one?**

You can request a new password to be emailed to you on the online portal or you can contact the Authority to generate a new one.

- **Why have I not received any correspondence from the Authority recently?**

If your address is not up to date and we have no phone or email address recorded for you then you will not be able to receive correspondence. To update your contact details please call or email the Authority.

- **What if my account deregisters?**

Your account will deregister if no service is recorded for 4 years. A letter is posted to your registered address approximately 3-6 months prior to the date your account is due to deregister. The letter advises you that your account has been inactive for nearly 4 years. If you do not respond to this letter and no service is recorded then your account is deregistered.

- **Can I claim?**

The community sector entitlement is 5 years. You may be eligible to claim under a different entitlement if you have left the industry, are unable to work in the industry or have retired (age 55+). Please refer to the Entitlements fact sheet which is available on our website or contact the Authority to check your eligibility.

If you have service prior to 1 July 2010 (or 1 July 2016 for aged care workers) with your current employer, you will need to contact your payroll team directly to check your full entitlement.

- **How long does it take to process a claim?**

The Authority has a pay run once a week. If no further information is needed to process the claim the payment will be scheduled within 1 week of the date you are starting your leave.

- **I have interstate service or I am moving interstate, can I have this merged into one account?**

Interstate service cannot be merged into your ACT account. Only ACT service will go towards your entitlement.

- **I have changed my name, what do I do?**

If you have changed your name, you will need to advise the Authority by providing a copy of your change of name certificate. You may have 2 accounts if you do not provide this information.