

## Contract Cleaning Industry

### Ordinary Gross Wages

**When lodging your quarterly return please include the following when calculating ordinary gross wages:**

<ul style="list-style-type: none"> <li>▪ Gross Ordinary Wages</li> <li>▪ Any above/over award payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Casual loading</li> <li>▪ Bereavement leave</li> </ul>
<ul style="list-style-type: none"> <li>▪ Long service leave – where taken as leave and paid by the employer</li> <li>▪ Annual Leave – when taken as leave</li> <li>▪ Maternity leave paid by the employer</li> <li>▪ Carer's leave</li> <li>▪ First aid allowance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jury duty</li> <li>▪ Paternity leave paid by the employer</li> <li>▪ Sick leave</li> <li>▪ Public holidays</li> <li>▪ Worker compensation – When payment is made by the employer in the first instance and then reimbursed by the insurance company</li> </ul>
<ul style="list-style-type: none"> <li>▪ Weekend work and public holiday penalty rates – only for normal rostered shifts forming ordinary hours of duty (excluding overtime)</li> </ul>	

**When calculating ordinary gross wages please exclude:**

<ul style="list-style-type: none"> <li>▪ Overtime</li> <li>▪ Annual leave loading</li> <li>▪ Payments in Lieu of notice</li> <li>▪ Redundancy payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Payments for materials &amp; equipment</li> <li>▪ One-off bonuses</li> <li>▪ Meal allowance</li> <li>▪ Protective clothing allowance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Leave without pay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Travel Allowance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Payments for days worked outside of the ACT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Government Parental Leave Scheme Payment (Paid in advance to an employer or paid directly by the Government)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Lump sum payments for accrued annual leave, sick leave or long service leave paid on termination</li> <li>▪ Christmas Bonuses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workers compensation where payments are made directly by the insurance company</li> <li>▪ Ex-gratia payments</li> </ul>

### Definition of Ordinary Remuneration for all industries

*Long Service Leave (Portable Schemes) Act 2009* – Dictionary

**Ordinary remuneration**, for a person, means the amount paid or payable to the person for work, other than any amounts for –

- (a) Overtime; or
- (b) Expenses incurred by the person; or
- (c) The use of materials, equipment or a motor vehicle provided by the person.