

# CONTRACT CLEANING INDUSTRY APPLICATION FOR PAYMENT - EMPLOYER

This form is issued in accordance with Section 111 of the Act.

The *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010* commenced on 1 July 2011. Employers may be reimbursed where an entitlement (under the *Long Service Act 1955*) has been paid. Reimbursements will only apply to the part of that entitlement that was accrued after 1 July 2011.

## PART 1 - EMPLOYER DETAILS

Employer Registration Number

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Company/Business Name

Contact Person

Phone

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Mobile

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Email

## PART 2 - WORKER DETAILS

The Corporation's worker registration number is not the worker's payroll ID.

Worker Registration Number

W												
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Date of Birth

D		M		Y			
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Given Name/s

Family Name

## PART 3 - PREVIOUS PAYMENT/LEAVE DETAILS

Only complete if you have paid a previous long service payment to the worker under the *Long Service Leave Act 1955* and not previously advised the Corporation. If insufficient space, provide information on a separate sheet.

A. Has the worker previously taken long service leave, excluding the current leave or payment made?

**No** - continue to **PART 4**.

**Yes** - provide details below.

Weeks

Date taken from

		D		M		Y			
		D		M		Y			
		D		M		Y			



### INTERPRETER SERVICES

If you need an interpreter, call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or for more information visit: [www.tisnational.gov.au](http://www.tisnational.gov.au)



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**PART 4 - CLAIM DETAILS FOR CURRENT PERIOD OF LEAVE/PAYMENT**

- A.** Worker's most recent employment start date with the entity advised in **PART 1**?  D  M  Y
- B.** Have you recognised any long service accrued with another entity in this payment?  Yes  No  
(eg. Government contracts and on sold entities)
- If **yes** - provide start date of this recognised service:  D  M  Y
- C.** Has the worker's employment been terminated?  Yes  No
- If **yes** - provide the termination date:  D  M  Y
- D.** Date the worker was paid their long service entitlement:  D  M  Y
- E.** Period of employment covered by this entitlement:
- From  D  M  Y    To  D  M  Y
- F.** Has the worker taken any Leave Without Pay during the accrual period?  Yes  No
- If **yes** - provide total weeks taken:

**PART 5 - CALCULATION OF PAYMENT UNDER LONG SERVICE LEAVE ACT 1955 PROVISIONS**

For current period of leave/payment.

- A.** Employment status:  Full time  Part time  Casual
- B.** If full or part time, indicate the workers weekly pay rate used to calculate the entitlement: \$
- Based on:  Ordinary remuneration of the worker immediately before leave taken **OR**  Ordinary remuneration averaged over 5 years
- C.** If casual, indicate the workers weekly pay rate used to calculate the entitlement: \$
- Averaged over:  A period of 12 months **OR**  A period of 5 years
- D.** Average working hours per week used to calculate the worker's long service entitlement:   
(Even if the worker is full time, please advise their weekly hours ie. 36 or 38 hours.)
- E.** Calculate the total weeks of long service leave taken or paid (please use three decimal places):

**YOU MUST PROVIDE YOUR CALCULATION DETAILS BELOW:**

LSL weeks taken or paid (E)  **X** Weekly pay rate (B or C) \$  = Total **GROSS LSL** payment as per pay advice \$

I have attached **proof of payment** eg. pay slips, pay advice.

**PART 6 - INTERSTATE SERVICE**

- A.** Have you recorded any long service for this worker under the **ACT**, **QLD** and/or **VIC** Portable Long Service Leave Scheme?  Yes  No
- B.** If **yes** - would you like this service included with this application?  Yes  No
- C.** If **yes** to **B**, please provide the **ACT**, **QLD** and/or **VIC** membership number/s:

**ACT**         **QLD**          **VIC**

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## PART 7 - PAYMENT DETAILS

The bank account details you provide on this form will be used to make your payment.

**The Long Service Corporation will not accept liability for funds deposited into the wrong account due to an error in the BSB/Account number provided.**

I authorise payment of my funds to be made into the following bank account:

Bank Branch - where account was opened

BSB Number

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Account Holders Name/s

Account Number - **DO NOT** enter your card number

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## PART 8 - EMPLOYER DECLARATION

I declare that, I have **properly paid** long service under the provisions of the *Long Service Act 1955* and that the information provided on this form is true and correct to the best of my knowledge. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 101 of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*.

Name

Signature

Date

D		M		Y				
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## RETURN

Please complete and return to:

**Scan and email** to [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au) **or** **Post** to Locked Bag 3000, Central Coast MC, NSW 2252

### IMPORTANT INFORMATION

#### Payment delays:

- A reimbursement claim cannot be paid unless the quarterly return in which the accrued long service leave taken by the worker has been lodged and the associated levy paid.
- Where a worker has been terminated or left your employment, their termination date and gross ordinary wages must be entered in the appropriate quarterly return lodgement. Gross ordinary wages must not include any lump sum payments paid to the worker on termination.

#### Correct entitlement:

- Employers must ensure they have calculated the correct entitlement for a worker under the provisions of the *Long Service Leave Act 1955*. The Corporation is not responsible for providing advice to an employer regarding the correct long service leave entitlements for workers. For further information about long service entitlements please contact the **NSW Office of Industrial Relations** on **13 16 28**.
- You must complete the calculation boxes which show us exactly how you calculated the long service entitlement and the gross amount paid to the worker (before taxation). If payments were made over a period of time, please indicate the total paid.
- You must attach proof of your long service payment made to the worker (ie. pay slips, pay advice etc.) that shows evidence of the hours or weeks paid.

**NOTE:** the lodgement of your application does not guarantee an amount will be reimbursed to your entity.

**Example:** If you have paid a worker 2 weeks of long service entitlement and they commenced employment with you on 15 Jan 2007, the long service entitlement you have paid to the worker would have an accrual period of 15 January 2007 to 6 May 2009. As the period is prior to 1 July 2011 - the Corporation cannot provide any reimbursement.

If a further long service payment is made to the worker and the accrual period end date is after 1 July 2011, you would be eligible for reimbursement for the portion of the long service payment that was accrued after 1 July 2011.