

## HOW TO READ GUIDE

**THIS IS A SAMPLE ONLY**

CONTRACT CLEANING INDUSTRY  
ANNUAL STATEMENT 2020-2021



Sample  
00 Sample Street  
SAMPLE NSW 0000

**A** Registration ID: 01234567

Date Generated: 28 November 2021

**B** Recognised Service at 30 June 2021

2 Yrs 110 Days

**C** Unclaimed Service at 30 June 2021

2 Yrs 110 Days

DAYS CREDITED BETWEEN 1/07/2020 - 30/06/2021

Employer Name	<b>D</b> Wages (\$)	Days
VERY CLEAN CITY BUILDINGS PTY LTD SYDNEY CLEANING TRUST	15,406.00	365
CLEAN FLOORS & DOORS AUSTRALIA PTY LTD	2,896.00	43
CLEAN HOUSE & HOME PTY LTD	22,997.00	336
<b>E</b> Total maximum days credited for this year		365
<b>F</b> Credited days for previous years		321
<b>G</b> Less credited days used for Long Service Leave		0
<b>H</b> Service adjustments		0
<b>I</b> Total Credits		686

HELPLINE 13 14 41 | www.longservice.nsw.gov.au | Locked Bag 3000 Central Coast MC NSW 2252 | ABN 93 646 090 808

### **A** REGISTRATION NUMBER

This is a unique number to identify you as a member of our scheme. Use this number to register or login to online services.

### **B** RECOGNISED SERVICE

This is the total amount of service employers have recorded for you. This service balance will include service which has been either previously claimed by you or paid to you directly from your employer.

### **C** UNCLAIMED SERVICE

This is the amount of service on your record that has not been claimed.

### **D** WAGES

Your employer is required to report the wages paid/payable to you during the period you performed cleaning work, (Gross Ordinary Wages). This includes shift penalties, but does not include overtime and allowances for travel, meals, protective clothing or materials, or equipment.

### **E** TOTAL MAXIMUM DAYS CREDITED

The maximum days that can be credited to your record for a financial year is 365.

### **F** CREDITED DAYS FOR PREVIOUS YEARS

This is the number of days that were credited to your record for previous financial years.

### **G** DAYS USED FOR LONG SERVICE LEAVE

This occurs when your employer has made a payment to you under the Long Service Leave Act 1955 and has been reimbursed by the Corporation.

### **H** SERVICE ADJUSTMENTS

This shows any changes to the balance on your statement from last year. It may include amendments to your start/end dates reported by your employer, or corrections made as a result of an audit. This results in service days being added or deducted from your previous balance.

### **I** TOTAL CREDITS

This is the total number of days credited to your record since you were registered with the scheme.