

## CONTRACT CLEANING INDUSTRY Long Service and YOU



### WHAT IS LONG SERVICE LEAVE?

Long service leave is a benefit available to most NSW workers, where two months of paid leave can be taken after 10 years with the same employer and one month of paid leave, for every five years of service after the first 10 years.

### WHY IS THE CLEANING INDUSTRY DIFFERENT?

In the cleaning industry, it is unusual to work for the same employer for 10 years. To ensure cleaning workers have access to similar benefits, a portable long service scheme was set up.

### WHAT IS THE LONG SERVICE CORPORATION?

The Long Service Corporation is a statutory body of the NSW Government responsible for the management of portable long service schemes for workers in the contract cleaning and building and construction industries.

### WHAT DOES PORTABLE LONG SERVICE MEAN?

Portable long service means your long service record is based on service in the NSW cleaning industry, not just with one employer. This means that regardless of how many employers you have worked for, your long service entitlements will continue to grow whilst working in the cleaning industry.

**That's why it is important that you check your Annual Statement and make sure your contact details are always up to date.**

### HOW MUCH WILL IT COST?

The Scheme does not cost anything for workers on wages, as levies are paid by industry employers and contractors.

### WHEN CAN I TAKE LEAVE?

You may apply to the Long Service Corporation for at least two weeks long service, once you have accrued:

- 10 full years of recorded service;
- Every 5 years, after the first 10 years;
- If you have 5 years of recorded service and you have also accrued an entitlement for long service with your employer under the Long Service Leave Act 1955.

You can apply for a pro rata long service payment if you have at least 5 years of recorded service and:

- You have permanently stopped work in the industry, or
- In the event of your death, your personal representative may apply for a payment.

### WHAT DO I HAVE TO DO?

- **Make sure your contact details are correct** - To ensure you receive important information about your recorded service, check and update your details online at [www.longservice.nsw.gov.au/online-portal](http://www.longservice.nsw.gov.au/online-portal)
- **Check your Annual Statement** - Every year your statement will be available online showing your recorded service. Check to make sure that all your cleaning work is recorded on this statement.

### HOW IS LONG SERVICE DIFFERENT FROM SUPERANNUATION?

Superannuation is a retirement fund in your name that your employer contributes to. Portable Long Service is a general pool of funds invested on behalf of all workers, not directly deposited into an account in your name. When you have enough service, you can make a claim, take leave from your job and the payment is made by us.

## 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**.

Our business hours are 8.30am - 5.00pm Monday to Friday.

You can also visit the TIS National website for translated information about the service TIS National provides.

Visit: [www.tisnational.gov.au](http://www.tisnational.gov.au)

