

Chapter
12

Long Service Leave

The ACT Cleaning Industry Long Service Leave Scheme

The Long Service Leave (Contract Cleaning Industry) Act 1999 came into effect on 24 June 2000.

This Act impacts on all employers who engage an employee to perform cleaning work in the ACT, provided the work is a result of a cleaning contract. A cleaning contract can be written or oral and can be between businesses or individuals.

The ACT Government has appointed a five person Board to administer the Cleaning Industry Long Service Leave Scheme. The following persons have been appointed as Board members until 13th July 2003:

Mr Rod Barnes (City Group) - representing employers
Mrs Sue Price (Rose Cleaning Service) - Mr Barnes' deputy
Ms Lyndal Ryan (Australian Liquor, Hospitality & Miscellaneous Workers Union) - employee representative
Mrs Chris Wagland - Ms Ryan's deputy; and
Mr Bob Yeomans (chartered accountant) is the independent Chairperson.

HOW DOES THE SCHEME WORK?

The Long Service Leave Board keeps a record of the time each registered employee has worked in the industry in the ACT. The legislation requires employers to provide this information, once every quarter.

HOW IS THE LONG SERVICE LEAVE SCHEME FUNDED?

Employers are responsible for contributing a levy equal to 2% of the ordinary wages of all their cleaning employees to a fund administered by the Board. The Board invests these levies and uses the accumulated funds to pay long service leave to those employees who meet the minimum service requirements and lodge a claim with the Board.

At no time should any money be taken from employees' wages for long service leave purposes.

WHO IS AN EMPLOYER?

An employer may be a person, a partnership or a company and must register with the Board if employing one or more people engaged in the contract cleaning industry. The scheme covers both commercial and domestic work.

HOW TO REGISTER AS AN EMPLOYER

Registration is compulsory once an employer/employee relationship exists in the industry. Employers must complete an 'Employer Application' form within 3 months of commencing as an employer. As there are penalties for failing to register, an employer not currently registered with the Scheme, should complete an application form as soon as possible. Forms are available by calling into the Board's office or telephoning to request a form be sent to you. The Board's staff will assist employers meet their commitments under the Act.

Each employee will need to complete an 'Employee Application' form.

REGISTRATION OF EMPLOYEES

Employers will be required to inform the Board of each employee's start and finish dates during the quarter and the ordinary earnings of each employee during the period. Employers are also required to pay a levy based on the ordinary wages earned by those employees. However, regardless of the information provided, the Board is unable to credit an employee with any service unless the employee is already registered as an employee, or until the employee completes and lodges an 'Employee Application Form.'

QUARTERLY RETURNS

Once registered with the Board employers are required to submit returns and contributions to the Board every third month. The Board will send the pre-printed return forms. Employers are required to list the period of employment of each of their employees and their total ordinary earnings for the period specified on the return. The returns and payments are required to be received by the Board within two weeks of the close of each quarter.

If you have any questions about the Scheme or require assistance in completing any of the Scheme's forms, please give the Board a call. A member of the Board's staff can come out to your place of business to explain the Scheme to employers and employees and can assist in completing the forms. Alternatively, you may call into the Board's office during business hours and obtain advice and assistance.

ACT Cleaning Industry Long Service Leave Board
administering the
ACT Cleaning Industry Long Service Leave Scheme
established by the
Long Service Leave (Contract Cleaning Industry) Act 1999

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