

Long Service Leave

Days of service
query form

*My Time
to enjoy*

27
Thursday

28
Friday



CONSTRUCTION
INDUSTRY
LONG SERVICE
LEAVE SCHEME

Did you receive all the service days you were owed?

It's in your best interest to check your allocated service days each year to ensure that you do not miss out on days of service due to you.

How to check

- Annual Statements are posted out in March each year
- If you have not received a Statement by April, contact MyLeave to make sure we have your current address
- Read your Annual Statement of Service carefully when you receive it
- Go to www.myleave.wa.gov.au regularly and review your service days online.
Note: Service days are always 3 or 4 months in arrears
- Please allow two months after the end of each quarter before querying service days to allow for any processing delays

What to do if you have a query regarding your allocated service days

- Go to www.myleave.wa.gov.au and submit your query using the online form, or;
- Fill in the form opposite and mail it to MyLeave at PO Box 1333, West Perth WA 6872.

Days of Service Query Form

Which employers?

Only enter details for employers that you consider have not correctly contributed for you.

How far can I go back?

Employers are only required to keep their records for 5 years for tax purposes and MyLeave cannot accept claims for periods of service where the employer records no longer exist as the service claimed cannot then be independently verified.

Your Details: (Use block letters)

Registration Number: _____

Date of Birth: ___ / ___ / ___

First Name: _____

Last Name: _____

Email: _____

Address: _____

Postcode: _____

Phone contact: _____

Signature: _____

Date: ___ / ___ / ___

Days of Service Query #1

Name of Employer: _____

Address of Employer: _____

Postcode: _____

Type of Business: _____
(eg: carpentry)

Type of work you performed: _____

Was the work on a site or in a workshop?

Were you paid :
by the hour by the day or by the job?

Were you full time or part time?

Start Date with Employer: ___ / ___ / ___

Finish Date: ___ / ___ / ___

Days of Service Query #2

Name of Employer: _____

Address of Employer: _____

Postcode: _____

Type of Business: _____
(eg: carpentry)

Type of work you performed: _____

Was the work on a site or in a workshop?

Were you paid :
by the hour by the day or by the job?

Were you full time or part time?

Start Date with Employer: ___ / ___ / ___

Finish Date: ___ / ___ / ___

Days of Service Query #3

Name of Employer: _____

Address of Employer: _____

Postcode: _____

Type of Business: _____
(eg: carpentry)

Type of work you performed: _____

Was the work on a site or in a workshop?

Were you paid :
by the hour by the day or by the job?

Were you full time or part time?

Start Date with Employer: ___ / ___ / ___

Finish Date: ___ / ___ / ___

Check out
www.myleave.wa.gov.au



*It's your
leave*

Stay in touch at
www.myleave.wa.gov.au

For more information visit us online
or contact us below.



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