

## *Long Service Leave*

***How construction  
industry workers can  
enjoy the benefits***

*My Time  
to enjoy*



CONSTRUCTION  
INDUSTRY  
LONG SERVICE  
LEAVE SCHEME

*Think just because you've worked for different employers you're not entitled to long service leave?*

*As a construction industry worker, you're able to take your long service leave benefits with you from employer to employer.*

*It's your time to enjoy.*



*It's your leave for the taking!*

- *Move from employer to employer, even interstate, without losing your long service leave benefits*
- *Receive up to 8½ weeks fully-paid long service leave after 10 years*
- *Pro-rata leave available after 7 years*
- *Your leave is managed and paid by the Construction Industry Long Service Leave Scheme*
- *Benefit is only available to eligible construction industry workers who work on site*

## Your Entitlements

In Western Australia, to be entitled to a long service leave benefit you normally must accrue a minimum of 7 years service with a single employer.

However if you work on site in the construction industry, you may find yourself working with many employers over the same period.

That's why a portable long service leave Scheme has been established by Government exclusively for construction industry workers.

The Scheme allows you to carry your long service leave benefits from employer to employer. So it doesn't matter how many employers you've worked for, you can still enjoy the long service leave benefits you're entitled to.

All you have to do is register.

## Who We Are

The Scheme is run by a Board set up by the Government with representatives from both unions and employers. The Board is called the "Construction Industry Long Service Leave Payments Board".

## How The Scheme Works

### Does it cost anything to register?

NO!

### Who pays for the Scheme?

Your employer. It costs you nothing.

### Who can register?

All those employed on site in the construction industry in a classification of work referred to in the industrial instruments listed on the back of this brochure.

### What types of work are included in the construction industry?

Such work includes all construction, alteration, renovation, repair or maintenance to any building, structure or works whether commercial, industrial or domestic, new or existing and also includes the installation maintenance of or repairs to fixtures or plant and equipment to name a few.

## What benefits does the Scheme offer?

After accruing 10 years of service in the Scheme employees get 8½ weeks paid long service leave with an additional 4½ weeks leave for each additional 5 years of service after that. Pro rata (proportionate) leave of 6 weeks is available after only 7 years. Pro rata leave can be taken with the approval of your employer. There are also other pro rata (proportionate) benefits.

### Pro Rata (proportionate) benefits.

On termination of your employment as long as you have accumulated at least 7 years of service in the Scheme you can claim a lump sum payment of all accrued long service leave in the Scheme.

Also where an employee who has accumulated at least 7 years of service dies a pro rata payment will be paid to the dependent spouse of the employee or to the employee's estate.

### How Much Do I Get Paid and Who Pays Me?

MyLeave pays you at your ordinary rate of pay averaged over your last 220 days of service in the construction industry. Your ordinary rate of pay is the amount due to you for paid leave (excluding leave loading) or if you are not entitled to paid leave the ordinary rate of pay is the rate of pay payable for ordinary hours which are normally 38 hours per week unless an 'industrial instrument' applies.

### How does the Scheme work?

Every three months employers advise MyLeave of how many days each employee has worked for them in the construction industry and pay a levy to MyLeave based on a percentage of the employees' ordinary rate of pay.

MyLeave keeps a record of the days in the construction industry and the ordinary rate of pay for each employee registered with MyLeave.

Each employee can be credited with a maximum of 220 days per year towards their long service leave entitlement.

### What happens if I have a break from or leave the construction industry?

Employees may have breaks from the industry of up to two years in the first 5 years of service and up to 4 years after that without losing any accrued service days. Naturally these breaks do not count towards your entitlement.

If you exceed these breaks then you lose any service accrued to date. Note: this is not a superannuation Scheme and employees are allocated days in the Scheme not monies and no monetary value is attached to these days.

Employees who do not achieve the minimum of 7 years of service required to gain a benefit in the Scheme are not due for any payment from the Scheme regardless of the circumstances. MyLeave has no discretion in the matter.

### What if I leave WA and work in another State?

WA has an agreement with the Schemes operating in other States and you will not lose any service in WA if you continue to work in the construction industry in another State or Territory. Also you can use service in another State to gain an entitlement with the State you are currently working in.

Please note that preservation of your WA service is subject to the breaks in service rules under the WA Scheme.

## Are You Registered?

### How do I apply for registration?

You may be automatically registered when an employer includes you on a quarterly statement made to MyLeave.

If you are unsure, complete and submit an 'Employee Application Form'.

If it is found that you are not in a classification of work covered by the Scheme you will be advised accordingly.

### What happens then?

You will be sent a letter containing your registration card and number, and a password to access your service details and update your address details using MyLeave's web site [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au).

Also each year you will receive an Annual Notice (if we have your current address) which will advise of the total accrued service towards your long service leave entitlement.

**NOTE:** It is important that you keep your address details up to date so that you receive your Annual Notices. Failure to do so could result in loss of service days that you may be entitled to.

If you do not receive your registration card within a few weeks, please contact MyLeave.

## List of Awards

- Australian Workers' Union Asphalt and Bitumen Industry (WA) Award 1988
- Australian Workers' Union Construction and Maintenance (Consolidated) Award 1987
- Australian Workers' Union Construction and Maintenance Award 1989
- Australian Workers' Union Geomembrane and Geotextile Installation Award 1989
- Bitumen Spraying Services Award 1985
- Drilling and Exploration Industry (AWU) Award 1998
- Mobile Crane Hiring Award 1990
- National Building Construction Industry Award 1990
- Plumbing Industry (Qld and WA) Award 1979
- Professional Divers' Award 1988
- Transport Workers Spraypave Pty Ltd Award 1990
- Sprinkler Pipe Fitters' Award 1975
- Western Australia Civil Contracting Award 1998
- Airconditioning and Refrigeration Industry (Construction and Servicing) Award
- Building Trades Award 1968
- Building Trades (Construction) Award 1987
- Earthmoving and Construction Award
- Electrical Contracting Industry Award
- Electrical Trades (Security Alarms Industry) Award 1980
- Electronics Industry Award
- Engine Drivers' (Building and Steel Construction) Award
- Foreman (Building Trades) Award 1991
- Furniture Trades Industry Award (Cabinetmaking and Floorcovering only)
- Gate, Fence and Frames Manufacturing Award
- Industrial Spraypainting and Sand Blasting Award 1991
- Lift Industry (Electrical and Metal Trades) Award 1973
- Materials Testing Employees' Award 1984
- Mechanical and Electrical Contractors (North West Shelf Project Platform) Award 1984
- Metal Trades (General) Award
- Pest Control Industry Award 1982
- Radio and Television Employees' Award
- Sheet Metal Workers' Award
- Thermal Insulation Contracting Industry Award
- Various Government Awards applicable to temporary employees only.



*It's your  
leave*

Stay in touch at  
[www.myleave.wa.gov.au](http://www.myleave.wa.gov.au)

For more information visit us online  
or contact us below.

 **08 9476 5400**

 **1800 198 136**  
(Toll free for country callers)

 **hi@myleave.wa.gov.au**

Level 3  
50 Colin Street  
West Perth WA 6005

DESIGNED BY **mindfeld**

June 2016 ML\_17539



CONSTRUCTION  
INDUSTRY  
LONG SERVICE  
LEAVE SCHEME