

Claim by Employer for Recovery of Long Service Leave Entitlements

PO Box 1333 West Perth WA 6872
T: 08 9476 5400 F: 08 9321 5404
Country Callers: 1800 198 136
hi@myleave.wa.gov.au
www.myleave.wa.gov.au



CONSTRUCTION
INDUSTRY
LONG SERVICE
LEAVE SCHEME

Employer's Name _____ (Please use block letters)

Employer's Registration Number _____ Phone _____

Email _____

Address _____

_____ Post Code _____

Employee Details

Last Name _____ First Names _____

Address _____ Post Code _____

Date of Birth ____ / ____ / ____ Phone _____ Registration Number _____

Email _____

OCCUPATION/CLASSIFICATION OF EMPLOYEE (EG. LABOURER, CARPENTER, BRICKLAYER ETC.) _____

Ordinary Rate of Pay Details

The employee's ordinary hours are _____ Per day weekly cycle of _____ weeks

Are the employee's ordinary hours set by a **registered** Industrial Instrument? Yes No Name of Site _____

Pay Rate

1) Current Annual Leave Rate (excluding loading) \$ _____ per hour per week

2) Previous Annual Leave Rate \$ _____ per hour per week. Date of change ____ / ____ / ____

Payment Details

PERIOD OF EMPLOYMENT ____ / ____ / ____ to ____ / ____ / ____ If less than 7 years please advise

Termination Date ____ / ____ / ____ basis of entitlement _____

Period of Leave ____ / ____ / ____ to ____ / ____ / ____

Amount Paid \$ _____ Date Paid ____ / ____ / ____ Number of weeks _____

Proof of Payment

(a) EMPLOYEE STATEMENT

I have received the amount shown above for Long Service Leave.

Name _____ Signature _____ Date ____ / ____ / ____

OR (b) OTHER

Copy of payslip or wages record signed by employer as a true record.

Declaration

I declare that the facts as indicated are to the best of my knowledge at the date of declaration true and correct.

Signed for Employer _____ Name _____ Date ____ / ____ / ____

INFORMATION The reimbursement to employers is based on the number of days of paid service credits an employee has at the date the Long Service Leave was taken. The amount to be paid is calculated as follows:

$$\frac{\text{NUMBER OF DAYS OF PAID SERVICE CREDITS}}{2200 \text{ (10 YEARS SERVICE)}} \times 8\frac{1}{2} \text{ WEEKS} \times \text{AVERAGE ORDINARY RATE OF PAY FOR LAST YEAR AS RECORDED BY THE BOARD}$$