

Table of Contents

Abbreviations	1
Preface – Introduction to long service leave in Australia	1
Chapter 1 – Federal Awards	1
Introduction to federal award long service leave.....	1
Who is covered by federal long service leave awards?	1
Summary of federal award long service leave	4
Who is entitled to long service leave?.....	5
What is the entitlement?	6
What is service?	7
Taking long service leave	9
How is leave to be taken?.....	9
Can an employee work during a period of long service leave?.....	10
Payment for long service leave.....	10
Can long service leave be “cashed out”?.....	12
What records must be kept?	13
What if the employer holds an exemption?	13
Chapter 2 – New South Wales	1
Introduction to long service leave in New South Wales	1
Summary of New South Wales long service leave	1
Who is entitled to long service leave?.....	4
What is the entitlement?	5
How is the entitlement calculated?	5
What is service?	6
Taking long service leave	8
What if annual leave or public holidays fall within a period of long service leave?	10
Payment for long service leave.....	11
What if there is a termination or resignation before leave is taken?	14
Can long service leave be “cashed out”?.....	15
Can employees work during leave?.....	16
What records are required to be kept?	16
Can employers contract out of the Act?.....	16
What offences are there under the Act?	16
Are there any exemptions under the Act?.....	16
Portable Long Service Payment Scheme -	
<i>Building and Construction Industry Long Service Payments Act 1986</i>	17
Introduction.....	17
Who is covered by the Act?	17
Awards made (or taken to be made) under the <i>Industrial Relations Act 1996</i>	18
Federal awards	18
Registration of workers and service credits	19
When can a worker apply for long service payments?.....	21
What if a worker dies?	22

Relationship to the <i>Long Service Leave Act 1955</i>	23
Service in another state or territory.....	23
Long service levies	23
Appeals	25
Long Service Corporation.....	26
Portable Long Service Leave Scheme –	
<i>Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010</i>.....	27
Introduction.....	27
Who is a worker under the Act?	27
What is the contract cleaning industry?	28
Register of workers.....	28
Returns by employers.....	29
What is the long service leave levy?.....	30
Service credits.....	30
Records to be kept by employers	31
What is the amount of entitlement to long service leave?.....	31
How are long service leave entitlements calculated?	32
Taking long service leave	32
Payments for leave.....	32
Payment in lieu of long service leave	33
What if a worker dies?	33
Relationship to the <i>Long Service Leave Act 1955</i>	33
Appeals	33
Long Service Corporation.....	34
Chapter 3 – Victoria	1
Introduction to long service leave in Victoria	1
Summary of Victorian long service leave from 1 November 2018	2
Who is entitled to leave?	6
What is the entitlement?	6
What is service?	8
Taking long service leave	13
Can notice of termination be provided while the employee is on leave?	14
Do employees accrue annual leave while on long service leave?.....	14
Amount of payment for leave.....	14
Timing of payment for long service leave	17
Can the employee take leave at half-pay?	18
Can long service leave be “cashed out”?	18
Can employers contract out of obligations under the Act?	18
What records must be kept?.....	18
How can an employee recover payments?.....	18
Can employees work during long service leave?	19
Preservation of superior entitlements	19
Disclosure requirements for workplace agreements.....	19
Employer must not take adverse action.....	20
LeavePlus - <i>Construction Industry Long Service Leave Act 1997</i>.....	21
Introduction to long service leave for the construction industry	21
Administration of long service leave in the construction industry.....	21

Which employers are covered?	21
Who are working subcontractors under the Act?	22
Which workers are covered by the Act?	23
Definitions.....	23
The obligations of employers and working sub-contractors: long service leave charges.....	26
What happens if employees work interstate?	28
What is required for returns and records?	29
Return where no construction worker employed.....	30
What periods of service count?	30
What is the amount of the entitlement?	33
How is untaken annual leave on dismissal treated?	34
What if an employee also works for a related corporation?	34
What is the effect of transfer of business?	34
What happens when an employee is engaged outside Victoria?.....	34
Entitlement.....	34
How is long service leave taken?	35
Disputes and enforcement of obligations	35
Can an employer contract out of the Act?.....	35
What are the potential penalties?	35
Trustee’s power to obtain information.....	36
LeavePlus.....	37
Contract Cleaning, Security and Community Services Industries – Long Service Benefits Portability Act 2018	38
Introduction.....	38
Who administers the Act?	38
What is the contract cleaning industry?	38
Which employers in the contract cleaning industry are covered?	39
Which employees in the contract cleaning industry are covered?	39
What is the security industry?	40
Which employers in the security industry are covered?	40
Which employees in the security industry are covered?	40
What is the community services sector?	41
Which employers in the community services sector are covered?	42
Which employees in the community services sector are covered?	43
Registration obligations	43
What are an employer’s obligations relating to returns?	44
What is the long service leave levy?	45
Who pays the levy and when must it be paid?	45
What is the entitlement to long service leave?.....	45
How do service credits accrue?	45
Can service before registration be recognised?	46
Is an injured worker entitled to service credits?	46
Record keeping	46
Authorised officers.....	47
Portable Long Service Authority	47

Chapter 4 – Queensland	1
Introduction to long service leave in Queensland	1
Summary of Queensland long service leave	2
Who is entitled to leave?	4
What is the entitlement?	5
What is the entitlement on termination?	6
What if a public holiday falls within a period of long service leave?	6
What is service?	7
Taking long service leave	8
Payment for long service leave	9
Can employers be exempted from the Act?	13
What entitlement do employees in the sugar and meat industries have to long service leave?	14
QLeave - Building and Construction Industry (Portable Long Service Leave) Act 1991	16
Introduction	16
Who administers the Act?	16
Which employers are covered by the Act?	17
Which workers are covered by the Act?	17
What is building and construction work?	19
What is the long service leave levy?	20
Who is liable for the levy?	20
When is the levy payable?	21
When is the levy not payable?	21
What are an employer’s obligations relating to certificates of service and service credits?	21
Is an injured worker entitled to service credits?	23
What are the limitations on service credits?	23
Notice to registered workers	24
What is the employee entitled to?	24
What if public holidays fall within a period of leave?	25
How is payment for long service calculated?	25
Record keeping and inspection	26
QLeave – Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2005	29
Introduction	29
Who administers the Act?	29
Which employers are covered by the Act?	30
Which workers are covered by the Act?	30
What is the contract cleaning industry?	31
What is the long service leave levy?	31
Who pays the levy and when must it be paid?	31
What are an employer’s obligations relating to service credits?	32
What are an employer’s obligations relating to returns?	32
Is an injured worker entitled to service credits?	33
What are the limitations on service credits?	33
Notice to registered workers	33
What is the employee entitled to?	34

What if public holidays fall within a period of leave?	35
How is payment for long service calculated?	35
Record keeping	35
Authorised officers	36
QLeave – Community Services Industry	
(Portable Long Service Leave Scheme) Act 2020	37
Introduction	37
Who administers the Act?	37
What is the community services industry?	37
Which employers are covered by the Act?	39
Which workers are covered by the Act?	39
What is the long service leave levy?	39
Who pays the levy and when must it be paid?	39
What are an employer’s obligations relating to service credits?	39
What are an employer’s obligations relating to returns?	40
Is an injured worker entitled to service credits?	40
What are the limitations on service credits?	41
Notice to registered workers	41
What is the employee entitled to?	41
Are employees entitled to payment instead of long service leave?	42
What if public holidays fall within a period of leave?	42
How is payment for long service calculated?	42
Record keeping	42
Authorised officers	43
Chapter 5 – South Australia	1
Introduction to long service leave in South Australia	1
Summary of South Australian long service leave	1
Who is entitled to long service leave?	3
What is the entitlement?	4
What is service?	6
Taking long service leave	8
Payment for leave	9
Can long service leave be “cashed out”?	12
Record keeping	13
Can an employee work during leave?	16
Can employers be exempted from the Act?	16
Portable Long Service Leave -	
Construction Industry Long Service Leave Act 1987	17
Introduction	17
Who is covered by the Act?	17
What is building work?	19
Who administers the Act?	20
What levy is payable under the Act?	20
What returns must be provided to the Board?	22
What action can the Board take?	22
What service is recognised under the Act?	23
What records must employers keep?	24

What happens to service before the Act?	24
When is a worker entitled to leave?	24
How is payment for leave calculated?	24
Is an employee entitled to pro rata long service leave if they leave the industry?	25
When does a worker lose their entitlement?	26
Can a worker find alternative work during long service leave?	26
What powers do inspectors have under the Act?	26
Portable Long Service Leave	26
Chapter 6 – Tasmania	1
Introduction to long service leave in Tasmania	1
Summary of Tasmanian long service leave	1
Who is entitled to long service leave?	4
What is the entitlement?	4
What is the entitlement on termination?	5
What is continuous employment?	7
Taking long service leave	11
Payment for long service leave	12
Can long service leave be “cashed out”?	15
What if a public holiday falls during long service leave?	15
Enforcement of obligations	15
Can an employee work for another employer during long service leave?	17
What records are required to be kept?	17
TasBuild - Construction Industry (Long Service) Act 1997	18
Introduction	18
Who is covered by the Act?	18
Mutual arrangements	19
What affects continuous employment?	19
What are the employer’s obligations under the Act?	20
What records must be kept?	21
When are employees entitled to long service leave?	21
When are employees entitled to pro rata payment in lieu?	21
How is long service leave paid?	22
When must contributions be made?	23
TasBuild	24
Chapter 7 – Western Australia	1
Introduction to long service leave in Western Australia	1
Summary of Western Australian long service leave	1
Who is entitled to long service leave?	3
What is the entitlement?	4
What happens if employment is terminated or an employee resigns before all leave is taken?	4
Can an employee “cash out” leave?	4
When is continuous service broken and what counts towards the period of service?	5
How is long service leave paid?	8
Method and timing of payment	11
How can leave be taken?	11

Annual leave and public holidays	13
Can an employee work during long service leave?	13
What records are required?	13
What happens if there is a dispute?	14
What if an employer breaches the Act?	14
What is the role of an inspector?	15
Penalties.....	15
My Leave - Construction Industry Portable Paid Long Service Leave Act 1985.....	16
An introduction to long service leave for the construction industry	16
Who administers the Act?	16
Which employees are covered by the Act?.....	16
How is the construction industry defined?	19
Employers covered by the scheme.....	21
Registration	21
What is a registered employer required to contribute?	21
Assessment of Board.....	22
What is the entitlement?	22
What happens when employment ceases?	23
How is leave taken?.....	23
Can the leave be split into separate periods?	23
Can an employee take pro rata leave in advance?.....	23
What is an employee's entitlement on termination?	24
What is ordinary pay?	24
Can an employee work while on leave?	24
What if a public holiday falls during long service leave?	25
Reciprocal arrangements.....	25
Inspectors	26
Review of Board's decision.....	26
Construction Industry Long Service Leave Payments Board (My Leave).....	26
Chapter 8 – Australian Capital Territory	1
Introduction to long service leave in the Australian Capital Territory (ACT).....	1
Summary of ACT long service leave.....	1
Who is covered by the Act?	3
What is the entitlement?	4
What rights do employees have on termination of employment?	5
What is service?	6
Taking long service leave	8
What if a public holiday falls during long service leave?	8
What records must be kept?	9
Payment for long service leave.....	10
Can long service leave be cashed out?	15
ACT Leave – Long Service Leave (Portable Schemes) Act 2009	16
Introduction.....	16
Administration.....	16
Which employers are covered by the Act?	16
Who is a worker under the Act?.....	17
What is a covered industry?	17

What is the building and construction industry?	17
What is the contract cleaning industry?	18
What is the hairdressing and beauty services industry?	18
What is the accommodation and food service industry?	19
What is the community sector industry?	19
What is the security industry?.....	20
How are employers registered under the scheme?	20
How are workers registered?.....	21
Can an employee appeal a refusal to register?	21
What are the requirements for returns and levies?.....	21
What if an employer fails to make a payment.....	22
What records must be kept by employers?	22
What if the Authority believes a return is incorrect?.....	23
When can names be removed from the register?.....	24
Access to information on the register	24
What is a year of service?	25
When is a worker entitled to long service leave?.....	25
When must leave be granted?.....	25
Calculating the number of weeks of long service leave	26
How are applications for payment made?	26
What if a public holiday falls during long service leave?.....	26
When is a worker entitled to payment in lieu of long service leave?.....	26
When is an employer entitled to reimbursement of long service leave payments?	27
Are there reciprocal arrangements with other states?	27
What if an employee is entitled to benefits under the <i>Long Service Leave Act 1976</i> ?	28
ACT Leave	29

Chapter 9 – Northern Territory	1
Introduction to long service leave in the Northern Territory	1
Summary of Northern Territory long service leave	1
Who is entitled to long service leave?	3
What is the entitlement?	3
What is service?	5
Taking long service leave	7
Payment for long service leave	8
Can the employer give the employee notice to take leave?	10
Can the employee work during long service leave?	10
What happens if public holidays occur during leave?	11
Can long service leave be “cashed out”?	11
Can employers and employees contract out of the Act?	11
Can an employer be exempted from the Act?	11
What penalties are there for breaching the Act?	11
What records must employers keep?	12
NT Build – Construction Industry Long Service Leave and Benefits Act 2015.....	13
Definitions.....	13
What is the amount of the entitlement?	15
Registration	15
Notification of work	15

Payment of levies	15
Calculation of levies.....	15
Penalties.....	16
Interstate employment.....	16
Service prior to the commencement of the Scheme	15
Reporting obligations.....	16
NT Build.....	16
Chapter 10 – Calculation Tables	1
Table A	1
Table B	1
Using the tables.....	1
Table A – Long service leave calculation tables on the basis of: 8 $\frac{2}{3}$ weeks’ (2 months) leave for 10 years’ service and 13 weeks for 15 years - TABLE A(1).....	2
TABLE A(2)	3
Table B – 13 weeks for 10 years - TABLE B(1).....	4
TABLE B(2)	5
Chapter 11 – Questions and Answers.....	1
Chapter 12 – Comparison of Long Service Leave Entitlements in Australia	1
State and territory long service leave legislation.....	1
Long service leave entitlement	2
Rate of payment during leave.....	6
Items included in the rate of payment.....	7
Postponement of taking of leave	11
Taking leave in advance	12
Method of taking leave.....	13
Notice requiring the taking of leave	14
Transmission of business	15
“Cashing out” of long service leave	17
Employment during leave	18
Comparison of long service leave entitlements	19