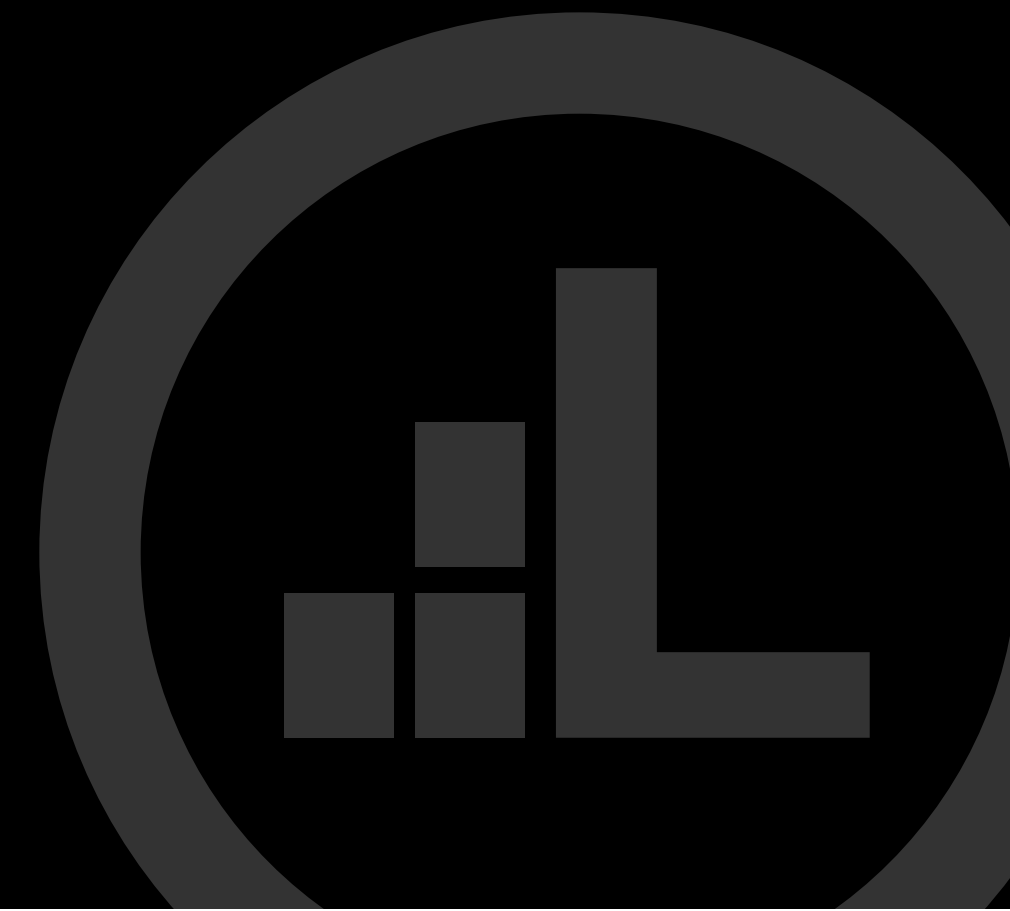


# REPORTING SERVICE CHECK LIST

For reporting days and wages information to LeavePlus for workers covered by the Construction Industry Long Service Leave Scheme (excluding casual workers and off-shore workers)



## DAYS

## WAGES

### DO Include:

In the Days column:

- ✓ Days worked for all apprentices, workers, and worker directors, inclusive of all paid leave days (e.g. annual and sick leave)
- ✓ Apprentice service including school days
- ✓ Days paid in lieu of notice
- ✓ Days paid upon termination, including annual leave and RDOs

In the WorkCover/Unpaid sick leave column:

- ✓ WorkCover days
- ✓ Unpaid sick leave days

### DO NOT Include:

- ✗ Overtime (additional days or hours in excess of normal days and hours)
- ✗ Long service leave days that have been paid by LeavePlus
- ✗ Workers working 5 or less days per month
- ✗ Independent contractors or sub-contractors (refer to [Fair Work Ombudsman definitions](#) for guidance)

### DO Include:

- ✓ All remuneration for the period paid by you to workers and worker directors (excluding items below marked with 'X')

### DO NOT Include:

- ✗ Remuneration paid to apprentices whose formal training contracts are VRQA rated as 'apprenticeships' rather than 'traineeships' (see our website for more information)
- ✗ Living away from home allowances (LAHA)
- ✗ Fares and Travelling allowances (including car allowances)
- ✗ Remuneration for any month where the relevant worker worked 5 or less days
- ✗ Overtime (this means work in addition to days or hours set by the terms of employment – shift allowances are not overtime and must be included)
- ✗ Annual leave loading
- ✗ WorkCover payments
- ✗ Superannuation, redundancy, or other payments to industry funds
- ✗ Payments made to independent contractors or sub-contractors (refer to [Fair Work Ombudsman definitions](#) for guidance)