

EMPLOYER OBLIGATIONS

Employers who engage private sector building and construction workers have statutory obligations under the *Building and Construction Industry (Portable Long Service Leave) Act 1991* ("the Act").

These include:

- Registering with QLeave on this "Employer Registration Application" form;
- Keeping books and records that support your engagement of each worker; and
- Completing and submitting to QLeave a "Worker Service Return" (Certificate of Service) for each worker, either within one month of the end of the financial year, or within one month of the termination of a worker, whichever comes first.

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For all eligible workers registered with QLeave who have met the statutory requirements for long service leave, QLeave will make long service leave payments according to the Act. This can be done either by paying the worker directly under the provisions of the *Building and Construction (Portable Long Service Leave) Act 1991*, or by reimbursing the employer if they have paid the worker under the provisions of the *Industrial Relations Act 1999* (reimbursement should be claimed by the employer within three months of paying the worker).

It is in the employer's best interest to ensure their workers are registered with QLeave and that Worker Service Returns are completed annually and at the time of cessation of the worker. This will ensure that the employer receives the maximum reimbursement allowable under the legislation.

WORK TYPE

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| Air Conditioning | 01 |
| Bricklaying | 02 |
| Cabinet Maker | 25 |
| Carpentry/Joinery | 03 |
| Civil Engineering | 04 |
| Concreting | 05 |
| Construction | 06 |
| Demolition | 07 |
| Electrical Contracting | 08 |
| Fire Protection | 28 |
| Floor Coverings | 26 |
| Formworker | 32 |
| Glazing | 09 |
| Labour Hire | 24 |
| Landscaping | 34 |
| Lifts | 10 |
| Metal Fabrications (Sheet Metal) | 27 |
| Metal/General Engineering | 11 |
| Painting | 12 |
| Plant Operation | 13 |
| Plastering | 14 |
| Plumbing/Draining | 15 |
| Pool Installation | 16 |
| Refrigeration | 17 |
| Roof Installation | 18 |
| Roof Tiling | 19 |
| Scaffolding | 20 |
| Security Screens, Awnings & Shower Screens | 35 |
| Security Systems – Installation | 36 |
| Shop Fitting | 21 |
| Signage | 30 |
| Steel Fixer | 31 |
| Stone Masonary | 29 |
| Telecommunications | 33 |
| Thermal Insulation | 22 |
| Wall & Floor Tiling | 23 |



**PORTABLE
LONG SERVICE
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