



PORTABLE LONG SERVICE LEAVE

WORKER MEMBERSHIP APPLICATION

In accordance with Section 38 of the Act application is made to become a registered worker

1. APPLICANT DETAILS

Use capital letters and avoid the edge of the box. Place an X in the applicable boxes.

Grid for letters A through G

Worker Surname

Grid for Worker Surname

Worker Given Name 1

Grid for Worker Given Name 1

Worker Given Name 2

Grid for Worker Given Name 2

Worker Address (number and street)

Grid for Worker Address (number and street)

Grid for Worker Address (number and street)

Suburb/Town

Grid for Suburb/Town

State

Grid for State

Postcode

Grid for Postcode

Country (only complete if address is overseas)

Grid for Country

Date of Birth grid (DD/MM/YYYY)

Gender

Gender selection boxes (M/F)

Telephone Number

Telephone Number grid

Mobile Number

Mobile Number grid

Email Address

Grid for Email Address

2. WORKER DETAILS

a) Category of Worker (Place an X in one box only)

Worker category selection boxes (Employee, Apprentice, Labour-Only, Working Director, Safety Officer, Foreperson)

b) Work preferred

Work preferred question and grid

3. YOUR EMPLOYER DETAILS

EMPLOYER QLEAVE REGISTRATION NUMBER

Employer registration number grid

Please request this number from your employer if you don't know it. Only enter numbers

Employer Registered Name

Grid for Employer Registered Name

Employer Telephone Number

Employer Telephone Number grid

Employer Mobile Number

Employer Mobile Number grid

Date of start work grid (DD/MM/YYYY)

What date did you start work with this employer?

4. DECLARATION I certify that the information provided is true and correct.

Signature box

Date of issue grid (DD/MM/YYYY)

30621



WHY REGISTER?

A worker, who is registered with QLeave, may claim long service leave in accordance with the *Building and Construction Industry (Portable Long Service Leave) Act 1991* ("the Act") provided they have met the eligibility criteria as set out in the Act. Long service leave entitlements are normally claimable after 10 years service or when leaving the industry (after 7 years service).

Registered employers are required to complete a Worker Service Return (Certificate of Service) and submit it to QLeave 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. This is how QLeave obtains details of each worker's service within the industry.

After processing the employer Worker Service Returns each registered worker is given an annual Notice of Service which shows all service recorded by employers for them for the current and past years. Registered workers should check their annual Notice of Service for accuracy.

Eligible workers include tradespersons, trade assistants and labourers who perform building and construction work in Queensland and who are engaged:

- as a trainee or apprentice
- as a casual, part-time or full-time employee
- as a sole trader subcontractor (providing substantially labour only)
- as a foreperson or sub-foreperson (performing building and supervision work)
- by a labour hire company.

Some company directors who perform building and construction work may also be eligible to join QLeave.

Ineligible workers include:

- people operating as a partner in a partnership
- trustees of a trust
- sole traders working direct for the public
- company directors on other than wages
- subcontractors who provide principal materials or significant plant as part of the contract
- individuals who are paid to achieve a stated result or outcome and supply all, or substantially all, of the plant and equipment or tools of trade needed to perform the work and are, or would be, liable for the cost of fixing a fault with the work performed
- federal, state and local government workers
- employees of Mt Isa Mines
- persons whose work falls within the type covered by wage groups C1, C2(a), C2(b), C3 or C4 of the Engineering Award – State
- individuals for whom a personal services business determination is in effect for the individual performing the work under the *Income Tax Assessment Act 1997* (Cwlth), Section 87-60

Other workers involved in the building and construction industry that are not eligible to join QLeave are:

- professional and managerial staff
- clerical staff
- ancillary staff (such as storeman, delivery driver, mechanic, estimator)
- safety officers (from 1 January 2012)

WORK TYPE

Air Conditioning Worker.....01	Electrician.....07	Plant Mechanic (not vehicular) 16	Shower Screen Installer.....53
Aluminium Fixer.....29	Fitter.....08	Plant Operator / Driver.....17	Signwriter.....54
Asphalt Worker.....30	Floor Layer.....39	Plasterer.....18	Sprinkler Pipe Fitter.....23
Boilermaker.....02	Floor Polisher/Sander.....40	Plumber/Drainer/Gasfitter.....19	Steelfixer.....55
Bricklayer.....03	Foreperson/Subforeperson.....41	Pool Builder / Installer.....46	Stone Mason.....24
Cabinetmaker.....31	Formwork Carpenter.....42	Powdercoater.....47	Surveyor's Assistant.....56
Cable Jointer.....04	Ganger.....09	Refrigeration Mechanic.....20	Tiler.....25
Carpenter/Joiner.....05	Garage Door Installer.....43	Rigger/Splicer/Dogger.....21	Trades Assistant.....26
Carpet Layer.....32	Glass Worker.....10	Roof Plumber.....48	Traffic Controller.....57
Chainman.....33	Instrument Tradesperson	Roof Tiler.....61	Tree Lopper.....58
Cleaner (New Construction)....34	Technician.....12	Safety Officer.....28	Truck Driver (Roadwork).....59
Communications Technician....35	Labourer.....13	Sandblaster.....49	Waterproofers.....63
Concrete Pumper.....36	Lagger.....14	Scaffolder.....50	Welder.....27
Concrete Worker.....06	Landscaper (Hard Only).....44	Security System Installer.....51	Window Assembler/Installer...60
Crane Driver.....37	Painter/Decorator.....15	Sheetmetal Worker.....22	
Data Cable Installer.....38	Pest Controller.....45	Shopfitter.....52	



**PORTABLE
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LEAVE**

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