



IMPORTANT Your application will be returned unprocessed if:

- (a) **copies** of all proof documentation are not attached. (Do not supply originals.) OR
- (b) the form is not completed in full OR
- (c) service is requested for work **not performed in Queensland**.

REQUEST 1

1 Employer's business name  QLEAVE CONSTRUCTIONS P/L
 Contact name SAM SMITH

2 Employer's address  100 CITY STREET BRISBANE P/code 4000
 Employer's phone number 3000 0000 Mobile 0400 000 000

Dates must be completed

3 Start date for this employer  01/10/2009 Finish date 20/02/2010
 Did you work full-time? Yes No If no, please provide the number of days worked 27

4 Worker Category   (please tick one type & provide proof of engagement) Employee (PAYG)
 Labour only subcontractor - please provide your ABN 12345678912
Note: if you are a subcontractor who engages other workers/subcontractors, operate as a partner in a partnership, or are the trustee of a trust, you are not an eligible worker, so please do not complete this form.

5 What type of work was performed?  BRICKLAYER

DECLARATION: Penalties may apply for providing false or misleading information

6 I certify that  all information provided is true and correct
 I have attached all proof/documentation required for this request

Signed Joe Citizen Date 15/11/2012

1 EMPLOYER'S BUSINESS NAME

This is the registered business name of the person/business who paid you.

2 EMPLOYER'S CONTACT DETAILS

QLeave cannot process a missing service request without contact details for the employer. If they are no longer in business, please provide the correct details from the time when you were employed by them.

3 START DATE AND FINISH DATE

Dates are required to ensure your service is allocated to the correct financial year.

Note: The maximum number of service credits per year is 220. If you were not engaged on a full-time basis and your request spans more than one financial year, please indicate the number of days worked per financial year (if required, attach a separate list).

4 WORKER CATEGORY

How were you engaged? See reverse for definitions and examples of proof/documentation required.

5 TYPE OF WORK

State the type of work you performed.

6 DECLARATION

- Providing false and/or misleading information may incur penalties.
- Proof/documentation must be attached supporting each request (see over for examples of relevant proof).
- You must sign each request.

NOTE: ALL DETAILS MUST BE COMPLETED IN FULL



RECOGNISING SERVICE CREDITS

Before completing a Request for Missing Service, contact the employer and ask them to complete a Worker Service Return. There is no cost to the employer and the Return can be completed online. The employer can contact QLeave if further information is required.

EMPLOYER COMPLIANCE

All employers named on a Request for Missing Service will be investigated by QLeave for non-compliance. Therefore, some requests may take time to process.

DEFINITIONS

ELIGIBLE BUILDING AND CONSTRUCTION WORK

Any work involved in constructing, deconstructing, reconstructing, renovating, altering, demolishing, relocating, maintaining or repairing buildings and other structures and fixtures. It can be work done both on-site and off-site.

ELIGIBLE WORKER

A worker, who performs building and construction work for the majority of normal working hours, and falls within one of the categories listed below, may be eligible:

- Building trades including trade assistants and labourers
- Employees on wages (i.e. those not on the Ineligible Worker list)
- Apprentices and trainees
- Sole trader subcontractors who are substantially labour only
- Forepersons and sub-forepersons who are engaged to perform both work and supervision of workers
- Eligible workers who are engaged by a labour hire agency

INELIGIBLE WORKERS

- Managerial staff (e.g. site managers, managing directors, supervisors who are not engaged to perform work and supervise)
- Ancillary staff (e.g. storepersons, delivery drivers, camp cooks etc)
- Subcontractors who:
 - are partners in a partnership
 - are in a proprietary limited company
 - are operating under a trust
 - engage other workers to perform work
 - provide principal materials as part of the contract
 - provide significant plant as part of the contract
- Clerical staff
- Federal, state and local government employees
- Professional staff (e.g. engineers, architects etc)
- 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

Note: The lists of eligible and ineligible workers are a guide only. Prerequisite criteria apply to certain categories. Please contact QLeave if you require clarification.

ELIGIBLE EMPLOYER

A person/business substantially engaged in the building and construction industry who:

- engages eligible workers and
- is liable to register with QLeave as an employer and lodge annual Worker Service Returns for eligible workers

WORKER CATEGORIES

Employee (PAYG) is a worker who was paid a regular wage or salary, with PAYG tax withheld, from the employer.

Eligible Labour Only Subcontractor is a worker who:

- invoiced the work under a sole trader ABN (you must supply your ABN on the form)
- supplied mainly labour only services
- did not engage other workers
- subcontracted to an eligible employer (not directly to a client)

SUPPLYING EVIDENCE

The paper clip icon  indicates that proof/documentary evidence must be supplied to QLeave with your application.

Examples of suitable proof/documentary evidence are:

Employees (PAYG) provide copies of:

- payslips
- group certificate / PAYG statement / payment summary
- superannuation statement

Eligible Labour Only Subcontractors provide copies of:

- invoices – for each employer for the start and finish of the contract and at 3 monthly intervals if the contract is over a longer period

A diary is not suitable documentary evidence.

Please provide copies of evidence only, no originals.



**PORTABLE
LONG SERVICE
LEAVE**

Unit 1, 62 Crockford Street, Northgate Qld 4013
PO Box 315 Virginia BC Qld 4014 | **Freecall** 1300 QLEAVE
Email members@qleave.qld.gov.au | **Web** www.qleave.qld.gov.au

