

# LOGGING ON TO ONLINE SERVICES

- $\rightarrow$  Go to www.qleave.qld.gov.au.
- → Enter your username and password and click Login. For a new password click reset password.

MPORTANT: When you use Online Service	s you are agreeing that inform	nation you provide is true and correct. Any false or misleading informati
penalty up to \$4,000.		
NOTE: Your User Name is yo	ur QLeave registration numbe	r eg. 6273 or E6273
Please note: your session will To ensure your information i	l expire after 20 minutes of in s not lost, please regularly say	activity ve or submit your changes.
Please note that by logging	into Into QLeave's Online Serv	lces you consent to receiving email notifications including, but not limits
statement. You can unsubsci	ribe by changing your perfere	nces in the "My Details" section once you have logged in.
QLeave number		
QLeave number	E0000	
Password		
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### YOUR WORKER HOME PAGE

- → After logging on you will see the Workers Home page. Use the menu links on the left side of the screen to access different options.
- $\rightarrow$  To view your service record, click **My Credits**.

Welcome Elle Qlea	ve		
Please use the menu to navigate	the website.		
My Credits	My Details	Duplicate Registration	Make a Claim
5			
	Priv	acy   Terms of Use   Contact Us   Access keys   O © QLeave 2015 Queensland Government Gateway	ther languages

## **UNDERSTANDING YOUR SERVICE RECORD ONLINE – MY CREDITS**

 $\rightarrow$  This page shows a summary of long service leave (LSL) credits and your current entitlement to long service leave.

Ay Credits					
Elle Qleave					
This pape threas your the	many of long service bour smiths and your same	-	Che hang service beaver.		
Please note that irrespec	tive of the Days Worked. Service Credits in any on	e financial yes	r cannot avcawd 228 days.		
If you whit to prive a copy	of your familie Record, please use the printer pro	deresse of S	induaje".		
Please go to Online God	for a more databad poplaration of your Service is	derived and his	ng service leave entitlement.		
Letter.					
1	Dealeure		Detted	Cast Marked	Same Profile
200	CLEANE Provid		1/12/2006 - 30/06/2007	152 dava	152 dest
2002/2008	CLEANS PLATE		1/07/02/062 - 81/12/2012	16, (Sept.	14 days
2008-2009	QUEAST Provid		13/91/2263-35/06/2009	106 days	18A days
2009-2010	QUEAVE Pty Ltd		1/07/2005 - 30/06/2249	220 days	229-days
2012-2215	QUANT POLIS		1/07/2012 - 30/04/2011	\$14 days	114 days
2013-2114	CLEAVE PLACE		16/10/2013 - 20/06/2014	171 (80)	171.680
Service Totals					
QLD Total Reco	Are (Credit Days)	900			
QID LSL EHRIGH	ph)	0.00			
QLD 154 Englishment Le	weing the industry (Days)	0.00			
LSL Adjustment David	also:	0.00			
131, Entitlement Malarian	(Fright)	0.00			
Warman the Association of Street or other	ning hours antiticement on the basis that are one of	and the second state of the	and the building and construction		many that a beauty
a light a claim how might	and which includes a provide out you are	and the second s	loss are not sense if and dispersion	rine activity, part interaction	And the loss many loss
previously used to pay fo zero.	r a leaving the industry claim cannot be used as a o	qualifying per	iod for a future entitilement. You a	rill have to start building :	© service credits from

#### Activity

This section lists your service by financial year. Your employers during that financial year are displayed with the dates the work was performed, the number of days credited for the period of work and the total number of days accrued in that financial year.

Note: 1 day worked = 1 service credit (up to a maximum of 220 service credits per year)

#### 2 Service Totals

- QLD Total Recorded Service (Credit Days) displays the total number of service credits you have accrued since registering with QLeave.
- QLD LSL Entitlement (Days) displays the number of days of long service leave you are entitled to receive if you have 10 years or more of recorded service.
- ➤ QLD LSL Entitlement Leaving the Industry (Days) displays the number of days of long service leave you are entitled to receive if you have permanently stopped working in the building and construction industry. If you make a leaving the industry claim your QLeave registration will be cancelled.
- LSL Entitlement Taken (Days) displays the number of long service leave days you have already taken. This may include leave taken by you, a long service leave payment made to you by your employer (reimbursed by QLeave), or similar payments made by an interstate long service leave scheme.
- ✓ LSL Adjustment (Days) displays any adjustments made to your long service leave days.
- ↗ LSL Entitlement Balance (Days) displays the current balance of your long service leave entitlement.



#### **IMPORTANT**

- Check your service details please check the list of service dates and employers to ensure all of your eligible service has been recorded with QLeave.
- ↗ The maximum number of days that can be accrued in a financial year is 220. Even if you were engaged by more than one employer during a financial year and you worked more than 220 days, the total number of days will display as 220. You must record 2,200 service credits (10 years or more) to make a claim.
- OSC Unregistered Employer in the Employer field indicates that this service was credited on behalf of an employer who was not registered with the Scheme. Whilst this is not the norm, it can occur if an employer ceased trading prior to being made aware of the Scheme.
- Print a copy of your Service Record you will need to change your printer preferences to print "landscape" prior to printing.



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

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