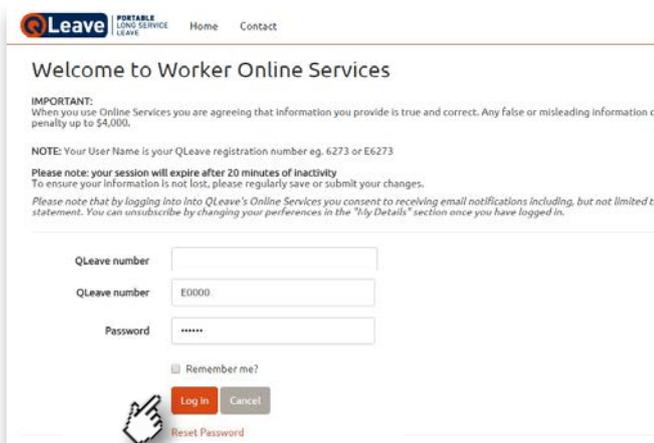


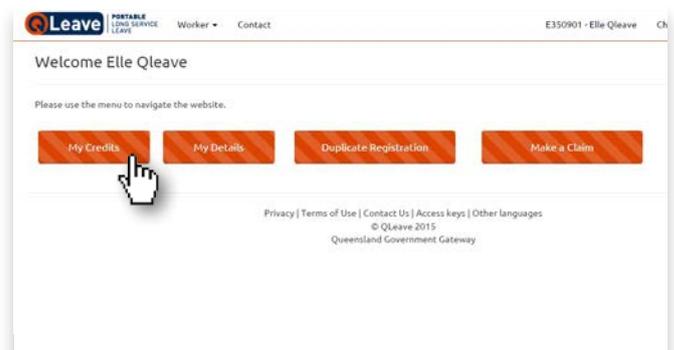
LOGGING ON TO ONLINE SERVICES

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



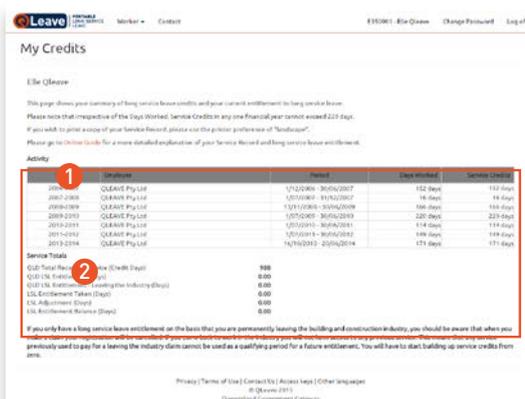
YOUR WORKER HOME PAGE

- 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.
- To view your service record, click **My Credits**.



UNDERSTANDING YOUR SERVICE RECORD ONLINE – MY CREDITS

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



1 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.
- **Contact the employer/s with errors or omissions** – please contact the relevant employer and request that amended details be supplied to 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.



PORTABLE
LONG SERVICE
LEAVE

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