



Application for Payment of Long Service Leave

Construction Industry Long Service Leave Board

2nd Floor, 191 Fullarton Road, Dulwich, SA, 5065

Telephone (08) 8332 6111 Facsimile (08) 8333 4314 Toll Free 1800 182124 (Country)

Web www.cbserv.com.au Email enquiries@cbserv.com.au

PART 1 TO BE COMPLETED BY THE WORKER APPLYING FOR PAYMENT OR THEIR PERSONAL REPRESENTATIVE IF DECEASED.

Worker details

Registration No _____ Date of Birth ____/____/____ Telephone _____

Surname _____ Given Names _____

Address _____

Postcode _____

TAX FILE NUMBER _____ Email _____

Interstate Registration (Please complete your interstate registration number if you are a member of another construction industry long service leave scheme)

ACT _____ NSW _____ QLD _____ TAS _____ VIC _____ WA _____ NT _____

Reason for claim Tick

I wish to apply for _____ weeks long service leave to be taken from ____/____/____ to ____/____/____
(Leave can only be taken in whole weeks and in minimum periods of 2 weeks)

I ceased employment on ____/____/____ and will not be working as a construction worker for a continuous period of 12 months or more. I wish to be paid my pro rata entitlement. **(See important Note to your right)**

I am the personal representative of a deceased worker claiming the entitlement.
(Proof of death of worker and proof of authority to act as personal representative must be supplied).

I wish to withdraw from the self-employed contractor scheme. (less than 1820 days)

The rate of pay used to calculate this payment will be: **If paid Award rates** – the Award weekly base rate of pay for ordinary hours worked, as at the date of your claim.

Registered Enterprise Agreement – your average weekly earnings over the 52 weeks preceding the date of your claim, as declared by your employer.

Last worked over 12 months ago – the average weekly pay of workers in your classification of work, who took long service leave in the financial year preceding the date of your claim.

Note: Claiming a pro rata payment on termination with your employer means that you will break your service for long service leave purposes. You will need to work a further 7 years in the construction industry before you qualify for any further benefit from the scheme.

Bank account details for payment

Bank Name _____

BSB Number _____ Account Number _____

Account Name (ie A & J Smith) _____

Signature of worker or personal representative _____ Date ____/____/____

PART 2 ONLY TO BE COMPLETED BY THE CURRENT OR LAST EMPLOYER OF THE WORKER APPLYING FOR PAYMENT.

Employer details

Employer Registration No _____

Employer's Name _____

Address _____

Postcode _____ Telephone _____

Wages details

Worker's classification _____

Worker is paid \$ _____ gross for a _____ (ie 38/40) hour week (NOT INCLUDING overtime, site allowances, fares or travelling allowance)

They have been paid this rate of pay since ____/____/____ Have you paid this worker any long service leave? Yes No

Reason for claim Tick

The above worker has been granted _____ weeks long service leave to be taken from ____/____/____ to ____/____/____

The above worker has terminated on ____/____/____ for the following reason:

Resigned Retired Bona-Fide Redundancy Invalidity

Declaration

I declare that the information provided is, to the best of my knowledge, true and correct.

Signed for employer _____ Name _____ Date ____/____/____



Application for Payment Checklist

- ◆ If you have been employed by an employer within the last 12 months you **must** have **Part 2** completed by your current/last employer.
- ◆ If you are currently paying contributions into the Board as a Sub Contractor or Working Director, **Part 2** does **not** require completion.
- ◆ Please ensure you have provided your Tax File Number. Contractors/Directors please provide your TFN, **not** your ABN number.
- ◆ You may extend your leave by as little as 1 week, providing your employer approves the additional leave. Notification to extend your leave **must** be made to the Board **before** you are due to finish your current leave. If you have finished you **must** complete another application form.
- ◆ Please provide **2 weeks notice** prior to commencing your leave to ensure payment is made approx 1 week beforehand. If this is not possible your payment will be processed between 2-5 business days.
- ◆ Termination payments require approx 5 business days to process.
- ◆ Payments involving Interstate service may require 1-2 weeks to process.

If you have any additional queries regarding your long service payment, please call our office on (08) 8332 6111.

Online Services

www.cbsserv.com.au

- ◆ This Long Service Leave application form can be downloaded from our website
- ◆ Using your Registration Number and password, you can access your long service leave records anytime using our Online Services link. Please contact us if you have forgotten your password.