

Subject: Reporting of ceased employees

References: *Construction Industry Long Service Leave and Benefits Act:*

- Section 28 – Obligation to report
- Section 29 – Obligation to notify termination of employment

Policy: In response to industry feedback, the Board has adopted the following administrative practice to assist employers in complying with the unintended onerous reporting obligation relating to employees who cease their employment.

Currently section 29 of the *Construction Industry Long Service Leave and Benefits Act* (the Act) requires a registered employer to notify the Registrar within 14 days after a registered employee ceases their job, with a penalty applying for non-compliance.

Given the high employment turnover in some sections of the construction industry it is considered the timeframe for this requirement is unnecessarily onerous and serves no useful purpose.

The Board acknowledges the adopted custom and practice has therefore been to identify any terminations of employment at the time each six monthly return is provided to NT Build.

Accordingly, for the administrative convenience of the employer and NT Build, the reporting of employment terminations will continue to be accepted at the time the relevant six monthly returns are submitted as follows:

- Report for period 1 July to 31 December;
 - to be lodged by 31 March.
- Report for period 1 January to 30 June;
 - to be lodged by 30 September.

Notwithstanding section 29 of the Act, no penalty will be applied in relation to reports made in accordance with this policy.

This is intended as a guide only and is not intended to bind the Board to any particular action or decision about the obligations to report services days used for portable long service leave accrual purposes.

Date Authorised: 9 December 2015