



Employer Information

Completing the Paper Employer Return

An employer Return is an essential element for the correct functioning of the scheme. It provides the data necessary for NT Build to calculate LSL credits for registered workers.


Employer Returns are undertaken twice yearly (based on a financial year cycle).

- Period 1 is from 1 July to 31 December, usually issued mid to late January with a final lodgment date of 31 March, and
- Period 2 is from 1 Jan to 30 June, usually issued in mid to late July with a final lodgment date of 30 September.

Completing the front page

Employer Return

01/07/XXXX-31/12/XXXX
Return Number: 200002
Employer Number: 700100
Date:



NT BUILD
Portable long service leave

ONLY INCLUDE EMPLOYEES ON THIS FORM

Declaration. I declare that days notified for service accrued in the NT and all pages of this return form are true.

Alison Smith

Name of duly authorised person signing

AS / 17/01/2019

Signature / Date

Worker Number	Surname & Given Names	Service Days	Cease Date (dd/mm/yyyy)
300001	BUILDER, BOB	142	12/12/2018
300002	CARPENTER, COLIN	156	

OFFICE USE ONLY

Date Entered:

PO Box 36644 WINNELLIE NT 0821 | Units 32-33 / 12 Charlton Court WOOLNER NT 0820
Enquiries: 1300 795 855 | Fax: (08) 8936 4080 | Web: www.ntbuild.com.au | Email: info@ntbuild.com.au | ABN: 16 851 173 862

Completing the back page

The back page should be used when new workers have commenced employment. You can also add new workers who started after the Return period you are currently reporting for.

New/Changed Employee Details ONLY INCLUDE EMPLOYEES ON THIS FORM

01/07/XXXX-31/12/XXXX
Return Number: 200002
Employer Number: 700100

Surname Electrical Worker No (If Known)

Given Names Eric Date of Birth 4/09/1990

Mailing Address PO Box 1234

Suburb Winnellie Post Code 0821

Telephone Mobile 0410 008 890 Registration Approved OFFICE USE ONLY
Registration Refused By:
Prior Start Date Approved Date:

Start Date 31/08/2018 Cease Date

Days 142 Type of Work Labourer

This is the 6 month period you are completing the Return for.

Sign & date declaration.

Provide a cease date if the worker has ceased employment.

Provide the amount of days the worker has worked in between the Return period.

Calculation of service days

Please turn page for calculation of workers service days.

Who is an eligible worker?

To be eligible for registration under the Scheme a worker must:

- Be employed to carry-out construction work in the Northern Territory;
- Work on a construction site for greater than 50% of their time;
- Work in the private sector (ie: not for the government); and
- Not be working in an administrative, clerical, managerial or professional capacity.

Workers employed full-time, part-time, as a casual, or as a labour-only contractor are eligible to register.

What is construction work?

For the purpose of the Scheme construction work includes commercial, domestic, industrial and civil construction, and covers (among other things) reclamation, earthmoving, landscaping, repair, maintenance, extension and demolition work.

For more information on the definition of construction work, please visit the NT Build website – ntbuild.com.au.

Qualifying service

The following is a day of service for the worker:

- A workday throughout which the worker carries out at least 6 hours of construction work during any work shift.
- A day of service is a public holiday or a day of paid absence for the worker other than a day that is part of a long service leave.

A registered worker is entitled to be credited with a maximum of 6 days of qualifying service per week but cannot be credited with more than 220 days of qualifying service for a financial year.

Subcontractors

Employers do not report on subcontractors working under their own ABN. Labour-only subcontractors should refer to the “Contractor” Information Sheet available on the “Publications” page of the NT Build website – ntbuild.com.au, or contact the NT Build office on 1300 795 855 for further details on registration and reporting service days.

Service days

The maximum days of service for the Return periods are outlined below.

Service days table

Return Period	5 day week	6 day week
Jan to June	130	156
July to Dec	131	158
Total qualifying service recognised	220	220

Calculation of service days for workers employed on a FIFO / rotating roster.

In circumstances where workers are employed on a FIFO / rotating roster basis, an average number of days worked over the Return period should be used to calculate the qualifying service days, using the following formula:

$$\frac{\text{Total number of hours worked in return period}}{8} = \text{service days for return period}$$

(ie. standard working day)

* Final service days to be rounded to the nearest whole number.

For more information, please visit our website ntbuild.com.au or call NT Build on 1300 795 855.