

Subject: Reporting of ceased employees

References: *Construction Industry Long Service Leave and Benefits Act 2005:*

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

Replaces: Policy number 03-2015 issued on 9 December 2015

Policy: Section 29 of the *Construction Industry Long Service Leave and Benefits Act 2005* (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.

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, the Board will not seek penalties for 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: 18 June 2025, Review Date: Every five years