

# information

FOR EMPLOYERS

## WHO IS AN EMPLOYER?

An employer is a person who engages one (1) or more workers to perform cleaning work in the contract cleaning industry in Queensland.

An employer does not include the Commonwealth, State or local Government, or a company whose only workers are directors of that company.

For further information on reviews and appeals please refer to Section 90 of the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005* available at [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)

**Contract Cleaning Industry (Portable Long Service Leave)  
Scheme administered by QLeave**

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QLeave is a statutory authority administering the portable long service leave scheme for workers and employers, in the contract cleaning industry in Queensland.

### WHAT IS THE CONTRACT CLEANING INDUSTRY?

The contract cleaning industry is the industry in which employers engage workers to perform cleaning work for other people.

Cleaning work is work, performed in Queensland, that has as its main or only function the bringing of premises or public open spaces into, or keeping of premises or public open spaces in, a clean condition.

Cleaning work does not include cleaning of a swimming pool, waste removal, work of a gardening nature or the cleaning of grounds surrounding a house.

### WHAT IS PORTABLE LONG SERVICE LEAVE?

Portable long service leave is different from standard long service leave as it can be carried from one employer to another, providing the new employer is operating in the contract cleaning industry.

### HOW DOES THE SCHEME WORK?

Employers in the contract cleaning industry must register with QLeave and submit employer returns. The return details the total of ordinary wages paid to workers engaged by that employer during the return period. The time worked and wages received by each worker is recorded and results in service credits accruing towards a long service leave entitlement.

After working a certain period of time in the industry, workers can claim from QLeave. In the case that the employer has paid the long service leave to the worker, that employer may then claim reimbursement from QLeave.

### WHO PAYS FOR THE SCHEME?

Registered employers pay a levy based on the ordinary wages of their workers. The money collected is invested. These accumulated funds then pay the workers' long service leave claims.

### WHAT ARE ORDINARY WAGES?

Ordinary wages are the wages paid to the worker for cleaning work under an award or agreement and include the basic award wage and payments for shift work and weekend work, but not overtime. Ordinary wages also include any over-award payment and allowances relating to work and conditions, but not expenses related to equipment or motor vehicle provided by the worker.

### EMPLOYER OBLIGATIONS

If you engage one (1) or more workers to perform cleaning in the contract cleaning industry in Queensland, you must register with QLeave. Registration must be done within seven (7) days of engaging an eligible worker.

At the end of each return period (September, December, March and June), QLeave will forward a return form to each registered employer, either through the mail or by e-mail. The employer is required to submit their return within the specified period of time, together with the levy payment calculated on their workers' ordinary wages.

Please note, it is the responsibility of the employer to comply by lodging the return. Late lodgement of returns and non-payment of levies incur a penalty for each month.

### WHO IS AN ELIGIBLE WORKER?

Your worker may be eligible if he/she is an individual who:

- is engaged to perform cleaning work in the contract cleaning industry or
- is engaged to perform cleaning work in the contract cleaning industry for labour only or substantially labour only.

Please note, a worker is not a person who performs work in the contract cleaning industry in a managerial or clerical capacity, or a person who is a partner in a partnership, a company director or a trustee of a trust.

### WHAT ARE THE BENEFITS FOR REGISTERED WORKERS?

Long service leave claim after being credited with a minimum of 3,650 days service

Leaving the industry claim after being credited with a minimum of 2,555 days service

