



PORTABLE
LONG SERVICE
LEAVE

your rights

REVIEWS AND APPEALS



QLeave is responsible for providing an equitable and efficient system of portable long service leave for eligible workers in Queensland's contract cleaning industry. QLeave makes decisions on a variety of matters concerning employers and workers under the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005* (the 'Act').

RECONSIDERATION

If you are dissatisfied with a QLeave decision under the Act you may apply to QLeave (through an 'Application for Reconsideration' form) for an independent senior officer to give the matter further consideration within the following time frames:

- 45 days after the original decision is made or given
- 6 months if the original decision relates to information contained in a notice
- any time after the original decision is made if the original decision relates to an entry in the register of workers.

QLeave will send you an acknowledgement letter after receiving your application for the decision to be reconsidered.

QLeave will then contact you within 45 days of receiving your application to advise you of its determination. If you are not advised of the determination within 45 days, your application for reconsideration has been refused.



APPEAL AFTER AN INTERNAL REVIEW

If you are dissatisfied with a QLeave reconsideration there are two alternatives available:

- (1) Appeal to Industrial Magistrate If, after seeking reconsideration of the original decision, you are still dissatisfied you have 28 days from the day the reconsidered decision is given to you to seek an appeal to an industrial magistrate.
- (2) Appeal to Industrial Commission If, after seeking reconsideration of the original decision, you are still dissatisfied you have 21 days from the day the reconsidered decision is given to you to seek an appeal to the Industrial Commission. This appeal is subject to the rules made under the *Industrial Relations Act 1999*.

Please note: the internal review process does not involve any cost to the applicant. However, legal costs may be incurred in appeal processes.



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



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

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