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*From 12pm
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Merry Christmas 2024

Welcome to our final Employer Newsletter for 2024! On behalf of the Chair, Board Members and Staff at TasBuild I would like to thank all Employers for your support during the past year to ensure we are able to effectively administer long service on behalf of your workers.

I would also like to take this opportunity to wish you, your staff and your loved ones a Merry Christmas and a safe, happy and prosperous New Year.

The TasBuild Office will be closed from 12.00pm Tuesday 24th December 2024 and will reopen on Thursday 2nd January 2025 at 8.30am.

Best wishes for the holiday season and we look forward to working with you all in 2025.

Mark Williams CEO

Return Lodgements over Christmas

In keeping with previous years, we will be taking a more lenient approach to the lodgement of your December 2024 Employer Return, due on the 14th January 2025.

Whilst we would encourage where possible for Employers to lodge their returns by the due dates, we do understand that the Construction Industry does traditionally close over Christmas and we therefore appreciate that many of you will be taking a well-deserved break through this time.

We will therefore be allowing a level of leniency where the December return is lodged after the 14th January 2025. Please note this leniency does not extend to Late Payments and/or Returns that are due or overdue for prior months and also for Employers that have a poor history of lodgement and/or payment of returns.

If you do have any concerns about lodging returns over the Christmas break or making payments please do not hesitate to contact us so we can be of assistance and provide extensions where necessary.

Public Holidays – TasBuild’s Obligations

TasBuild processes entitlement claims and pays individuals their long service for the number of weeks applied for. How the worker utilises the payment is their decision.

The Employer still has the responsibility for managing the leave of the Employee, not TasBuild. If a public holiday falls in that period of leave, it is the Employer’s responsibility to comply with Fair Work Australia requirements as the Employer has the employment relationship with the worker.

With the Christmas period public holidays and many more in the first half of 2025, we do encourage Employers to seek advice to ensure they are paying their employees correctly if a public holiday falls when they are on paid long service leave with TasBuild.

Checklist for Employer Returns and Contributions

Monthly returns are generated on or around the 22nd of each month and must be submitted within 14 days of the end of each return period. Once you have submitted a return, you have until the end of the month after the contribution invoice is issued to make a payment ie. Returns for November need to be submitted by 14th December 2024 and paid by the 31st January 2025.

Note: The above timelines only apply if you submit your returns by the required due dates. If you do lodge your returns and pay invoices within the required timeframes, you will be charged at the discounted rate of 1.8%.

It is very important that the information declared on your Employer Return is correct as this information is used to calculate your employee's long service leave entitlement. Please see below table for what you should and should not be reporting on returns.

DO REPORT and CONTRIBUTE ON	DON'T REPORT or CONTRIBUTE ON
Ordinary Pay	Overtime
Casual Employees	Casual Loading
Annual Leave	Annual Leave Loading Accumulated Annual Leave Paid on Termination Accumulated Annual Leave Cashed Out
Paid Sick Leave	Unpaid Leave
Rostered Days off	Accumulated RDO's Paid on Termination Accumulated RDO's Paid Out
Workers Compensation Payments	Redundancy Payments
Public Holidays	Bonuses
Tool Allowance	Accommodation/Living away from Home Allowance
Industry Allowance	Meal Allowance
Leading Hand Allowance	Travel Allowance
First Aid Allowance	Vehicle Allowance

Allowances include any regularly paid allowance in addition to the workers ordinary pay as noted above ie. tool, industry, leading hand/supervisor and/or first aid. It is to be included and reported on where the worker is entitled to that allowance for the whole, or greater portion of the time in which they are engaged.

This should be considered as a guideline only and please contact us if you would like to discuss any particular allowances or payments that may or may not need to be included.

If you have any questions about any topics covered in this newsletter or general questions, please do not hesitate to contact us via email on secretary@tasbuild.com.au or call on (03) 6294 0807.

The information contained in this Employer Newsletter is of a general nature and does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Construction Industry (Long Service) Act applies to you.