



**SA Portable Long Service Leave
Community Services**

Webinar #10

Long Service Leave Claims - Online



Welcome



What we'll cover today

Key Dates

Online Claims process

Additional information

Questions



**SA Portable Long Service Leave
Community Services**

Key Dates

1 October 2025

Scheme started

1 January – 31 March 2026

Latest Quarterly reporting quarter

21 April 2026

Quarterly Return and Levy payment due

13 April 2026

Online Long Service Leave Claims live





Online LSL Claims

Why this has changed

- Track status from submission to payment
- No more printing, scanning, or chasing forms
- Submit claims anytime, anywhere





Key information

Make sure you have ready:

- Worker Portal login
- Tax File Number (TFN)
- Bank details (exact details)
- Any supporting documents



Remember Long Service Leave is based on calendar days

- 1 week LSL = 7 calendar days




Step 1



Step 1: Log into the Worker Portal

Welcome to the



SA Portable Long Service Leave
Community Services

Worker Portal

Login to the Worker Portal


Email Address

Password

Terms and Conditions
By accessing and using the SA Portable Long Service Leave (SAPLSL) Worker Portal, you agree to the following:

Use of the Portal

- You must use the Portal only to view and manage your own registration and entitlements under the SA Portable Long Service Leave Scheme.
- You are responsible for keeping your login details secure and confidential.

I'm not a robot 

[Register](#) [Reset Password](#) [Login](#)



Worker Portal Dashboard



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Welcome, [Redacted]

[Home](#) [Forms](#) [Claims](#) [Correspondence](#) [Logout](#)

Dashboard

[Export](#) [Print](#)

Industry Service	Total Leave Accrued	Total Leave Taken	Current Leave Balance
21 Months (1.75 Years)	0.0000 Weeks (0.00 Days)	1.1429 Weeks (8.00 Days)	0.0000 Weeks (0.00 Days)



Start Claim

Step 2



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Home Forms Claims Correspondence

Das

- Employer Nomination
- Self Employed Contractor Registration
- Working Director Registration
- Long Service Leave Claim

Industry	Leave Accrued	Total Leave Taken
21 Months (1.75 Years)	0.0000 Weeks (0.00 Days)	1.1429 Weeks (8.00 Days)




Start Claim

Step 3

Claim Type

What sort of Claim do you want to make? *

Long Service Leave Claim 

Long Service Leave Claim

Long Service Leave Cash Out

Termination Payment

Self Employed Contractor Claim

Working Director Claim

Have you been employed with your current employer for more than 7 years? *



Step 4

Eligibility

Eligibility

Do you have an Enterprise Agreement that allows you to take leave prior to reaching 10 years? *

Yes No

Have you been employed with your current employer for more than 7 years? *

Yes No

You are not eligible to make a claim at this time. A worker is required to have accrued a minimum of 84 Months of service with their employer to be eligible for a claim.



Step 5

Enter your Tax details

Tax Details

Tax File Number

950408279

I am an Australian Resident for taxation purposes *



Yes No



Check your State LSL details

Step 6

Employer Details

Employer Reference	Employer Name		
<input type="text" value="E-000265"/>	<input type="text" value="REDACTED"/>		
Do you have a salary sacrifice arrangement with your Employer? *			
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Do you want the salary sacrifice amount paid to your Employer? *			
<input checked="" type="radio"/> Yes <input type="radio"/> No	Salary Sacrifice Amount		
	<input type="text" value="\$100.00"/>		
State LSL Balance (Weeks)			
<input type="text" value="13.9143"/>			
First Day of Leave *	Last Day of Leave *	Days of Leave	Weeks of Leave
<input type="text" value="1/06/2026"/> 	<input type="text" value="14/06/2026"/> 	<input type="text" value="14"/>	<input type="text" value="2"/>



Step 7

Check your Portable LSL details

Portable Long Service Leave Details

LSL Accrued (in Weeks)

1.3

LSL Already Taken (in Weeks)

0

LSL Remaining (in Weeks)

1.3

Estimated Rate of Pay

\$1,050.00

First Day of Leave *

15/06/2026



Last Day of Leave *

21/06/2026



Days of Leave

7

Weeks of Leave

1

Does your weekly rate of pay look correct? *

Yes No

Estimated Amount

\$1,050.00

Please note your weekly rate of pay should be similar to if you were to take a week of sick leave and does not include allowances, bonuses or overtime.



Choose your payment frequency

Step 8

Leave Summary

First Day of Leave

15/06/2026



Last Day of Leave

21/06/2026



How would you like your claim paid out? *

Single Payment



Fortnightly Payments

B

Single Payment

Weekly Payments




Step 9

Enter your bank details

Bank Details

BSB *

 Search BSB

Account Number *

Account Name *

Bank Name *



BSB Search function

Step 9

21/06/2020

BSB Search

Criteria

BSB:

Address:

Financial Institution:


Suburb: State: Postcode:

<u>BSB Number</u>	<u>Financial Institution</u>	<u>Address</u>	<u>Suburb</u>	<u>State</u>	<u>Postcode</u>
065 - 000	Commonwealth Bank of Australia	96 King William Street	Adelaide	SA	5000




Step 10


Additional comments


Comments 

Any other comments?

 Save Draft

 Submit

 Cancel

Next 



Sign the declaration and submit

Step 11



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 Forms  Claims  Correspondence

Long Service Leave Claim - Declaration

Pages 

All fields marked with an asterisk are mandatory *

Declaration

Declaration Signed

Date Signed 





After you submit

Employer Role and Timeline

- Employer notified → reviews/approves
- Track status in Worker Portal anytime





After you submit

Other claim types – Quick overview

- Cash out
 - No leave dates needed
 - Pick the days to cash out
 - Let us know your preferred payment date
- Termination
 - Full balance payout
 - No dates/days to select
 - Processes after you leave the sector
 - We calculate final LSL entitlements





After you submit

Key reminder – 7-day week basis

- LSL:
 - Weeks = 7 days
- Cash out
 - 14 days = full fortnight pay
- Termination
 - Pro-rate to last day
- Example:
 - Want 2 weeks of pay – request 14 days
 - Not 10 days (workdays)





Support Available

Resources

Toolkits

Our toolkits are designed to cover everything you need to know at each stage of your portable long service leave journey.

Webinars

Our webinars give you practical information and guidance. They are interactive, so you can ask questions, get clear answers. Each session is designed to help you understand what you need to do and how the scheme works in practice.

FAQs

You can find answers for the most common [employer](#), [worker](#), [self-employed contractor](#) or [working director](#) queries on our FAQ pages.





SA Portable Long Service Leave Community Services



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