



SA Portable Long Service Leave Community Services

8 Apr 2026

Extension of Time - Returns and Invoices



What this information sheet covers

This sheet explains how employers can request an extension of time for completing returns and paying invoices for the **SA Portable Long Service Leave – Community Services (SAPLSL-CS)** scheme. It outlines what you need to know, what you can do, and how to make a request properly.

Key points employers must know

Employers registered with the SAPLSL-CS scheme must complete quarterly returns and pay invoices by due dates set in the scheme rules. These requirements help ensure workers' service is recorded and levies are paid on time. Failure to do so by the deadline can result in penalties or interest charges on late payments.

Quarterly returns lodge service and wage details for your eligible workers. Once lodged, the scheme issues an invoice for the levy amount payable. Returns and payment must be made by the due date specified.

What is an extension of time?

An extension of time is extra time granted to you – as an employer – to lodge a return or pay an invoice after its original due date. This can help if you cannot meet a deadline because of unexpected circumstances (for example, system issues, urgent business needs, or other significant factors).

Extensions are not automatic. You must request approval before the due date where possible and provide a reason for why you need more time.

When you might need an extension

You might request an extension if, for example:

- You cannot access the Employer Portal by the due date.
- You need more time to gather accurate service or wage information.
- Your organisation faces an unavoidable disruption close to the deadline.

If you decide not to lodge on time without an approved extension, you may incur late fees or interest on unpaid invoices as set out in SAPLSL-CS compliance rules.



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How to request an extension of time

Follow these steps:

1. Log in to the Employer Portal

Go to the SAPLSL-CS Employer Portal using your credentials.

2. Find the Return or Invoice

Identify the return you need extra time for, or the invoice you need more time to pay.

3. Start a 'Request for Extension of Time'

Under the Forms menu, look for the Extension of Time Form.

4. Select the applicable Return or Invoice from the drop-down options.

5. Provide a reason and details

In your extension request:

- Explain why you cannot meet the original deadline.
- State how much extra time you are asking for.

6. Submit the request before the deadline

Try to lodge your request before the return or invoice due date. If you are already past the due date, do it immediately with an explanation of why the request was delayed.

- On submission of the Form, an email will be sent to the Primary Contact Email confirming receipt of the submitted form.

7. Wait for confirmation

The SAPLSL-CS administration will assess your request. You will be notified through the Employer Portal or by email whether extra time is approved and what new deadline applies.

The screenshot shows the 'Extension of Time' form in the SAPLSL-CS Employer Portal. The header includes the logo, 'SA Portable Long Service Leave Community Services', and a user greeting 'Welcome, [Name]'. The navigation bar contains a home icon, '<Employer Name>', 'Workers', 'Forms', 'Invoices', 'Claims', 'Returns', 'Correspondence', and a 'Logout' button. The form title is 'Extension of Time' with a 'Pages' dropdown and buttons for 'Save Draft', 'Submit', and 'Cancel'. A note states 'All fields marked with an asterisk are mandatory*'. The form is titled 'Extension Request Details' and includes a '<Information/Help text>' section. Fields include 'Employer Reference', 'Legal Business Name', 'ABN', 'Extension of Time for*' (with radio buttons for 'Return' and 'Invoice'), 'Return / Invoice*' (a dropdown menu showing 'Periodic Return: 01/10/2024 - 31/12/2024'), and 'Proposed Due Date*' (with a calendar icon). A 'Reason for Extension*' field is a large text area. At the bottom, there are 'Previous', 'Save Draft', 'Submit', 'Cancel', and 'Next' buttons.



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What happens after the request

If your extension is approved:

- You will be given a new due date for lodging the return or paying the invoice.
- You should meet the new deadline to avoid penalties.

If your request is not approved:

- The original deadlines still stand.
- The scheme may apply interest or penalties as per the compliance framework.

Tips to reduce the need for extension requests

- **Plan ahead** for return and payment deadlines.
- **Start collecting data early** – especially wages and worker service information – before the Employer Portal's due date approaches.
- Use the **Employer Portal guides and toolkits** to ensure you follow the correct process.

Where to get help

If you need help with the Employer Portal, lodging returns, or submitting an extension request:

- Check the **Employer FAQs**, guides, and toolkits at www.saplsl-community.org.au
- Contact the scheme support team using the contact details on the website.

