

# Live Q&A

## Getting your Claims & Returns right

27 February 2026



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# Claims



SA Portable Long Service Leave  
Community Services

## Long Service Leave Claim Form

This part of the form must be filled out by Worker and pass it to their Employer for approval

### Claim Type ?

What type of Claim do you want to make? \*

Long Service Leave    First Day of Leave     Date of Return to Work     Total Calendar Days

*Leave must be applied for in full days, with a minimum of 7 days.*

Cash Out Claim    Number of Days of Leave     Expected Day of Payment

*Leave must be applied for in full days, with a minimum of 7 days. Please allow at least 3 Weeks for processing Cash Out Claim.*

Termination Payment    Employment Cessation Date     Termination Reason     If Other

*Last day of employment with Employer. (Not eligible when switching Employer). Please note by claiming a Termination Payment you are agreeing that you are leaving the community services sector and not intending to return to work in the sector within the next 12 months.*



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# Claim type:

# Long Service Leave



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# Claim type:

# Cash out claim



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# Claim type:

# Termination claim



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# State LSL Returns

## Pre - 1 October service

### Worker Details

[Download Template](#)[Upload Template](#)[Add New Worker](#)[Add Existing Worker](#)

Worker ID	Worker	Service Start Date	Service End Date	Months Accrued	Total Leave Weeks Accrued	Total Leave Weeks Taken	Total Leave Weeks Balance	Total Liability	Comments
W-0000303	Powers, Ruth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0000302	Simpson, Bartholomew	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0000301	Simpson, Homer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0000338	Simpson, Marjorie	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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# Quarterly Periodic Return

Worker Details

Download Template Upload Template Add New Worker Add Existing Worker

Worker Reference	Worker	Start Date	Weeks Worked	Remuneration	Levy	Discrepancy Reason	Termination Date	Termination Reason	Comments
W-0008597	Dyne, Hope	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0008594	Parker, Peter	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0008596	Rogers, Steve	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals				\$0.00	\$0.00				



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# Calculating Ordinary Weekly Pay



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# Trainees now Levy-exempt



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# Other key information



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