



**SA Portable Long Service Leave  
Community Services**

## Webinar #7

# Making a claim and applying for leave - the early stages

20 November 2025



Welcome



# Purpose of today

**Key Dates**

**Understanding the  
Claims process**

**Common Questions**

**Support**



**SA Portable Long Service Leave  
Community Services**

## **Key Dates**

**1 October 2025**

**Scheme started**

**Employer Registrations due by end October 2025**

**1 October – 31 December 2025**

**First reporting quarter**

**Worker Registrations commence (to be completed by  
end of first quarter)**

**21 January 2026**

**First quarterly return due**

**Levy payment due**



# Employer Obligations - ongoing

Quarterly returns will be generated and required to be completed by the 21<sup>st</sup> day after the end of each period

Return Period	Due Date
1 January – 31 March	21 April
1 April – 30 June	21 July
1 July – 30 September	21 October
1 October – 31 December	21 January

Invoices for levies are generated on submission of the return and are due on the same dates as the return lodgements.





## How does the scheme work

- Employer reports worker service and pays quarterly levy
- Scheme keeps track of service to the sector
- Worker applies for leave through the scheme when eligible
- Scheme pays worker directly





## Pre-scheme Service

# Pre-scheme service

- Employer reports service and leave accrued
- Scheme keeps track of service to the sector
- Worker applies for leave through the scheme when eligible
- Scheme pays worker directly



# Claims – during the early stages

To download a copy of the Long Service Leave Claim Form, visit [SA Portable Long Service Leave | Resources](#)

Resources  
 > Form Downloads  
 > LSL Claim Form

Please click on the "?" Symbol for help. If you need further help to fill out the form please get in touch with us. Clear Form

### Worker Details ?

Worker Reference Number \* First Name \* Middle Name (if applicable) Last Name \*

Date of Birth (dd/mm/yyyy) \* Email \* Mobile Phone \* Home Phone (if available)

Address \* Suburb \* State \* Postcode \*

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### 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.



# Claims – during the early stages

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## Banking & Taxation Details

BSB \*  Account Number \*

Account Name \*  Bank Name \*

Tax File Number   I am an Australian Citizen for taxation purposes \*

*Note: If you do not provide your Tax File Number, tax will be withheld at the maximum rate (47%)*

How would you like the Claim paid out? \*

## Employer Details

Employer Reference \*  Employer Name \*

Do you have a Salary Sacrifice arrangement with your Employer? \*  Yes  No

Do you want the Salary Sacrifice amount paid to your Employer? \*  Yes  No



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## Worker Declaration

**Declaration \*:**

I confirm that I am applying for this Claim and that all information provided is true, correct, and accurate to the best of my knowledge.

Applicant Name \*

Applicant Signature \*

Claim Date \*



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## Entitlement Calculation (Employer Use Only) ?

Weekly Pay (Gross) *	Start Date with Employer *	Worker Service (in Months) *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<i>Workers weekly pay should be calculated in accordance with the Long Service Leave Act 1987.</i>			
LSL Accrued (in Weeks) *	LSL Already Taken (in Weeks) *	LSL Remaining (in Weeks) *	Employer Liability at the time of Claim (in \$) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Employer liability should be calculated as on the day before registration.</i>			



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## Salary Sacrifice Amount Calculation if Applicable (Employer Use Only) ?

Salary Sacrifice Applicable? *	Salary Sacrifice Amount *	Frequency Amount Per:*
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>
BSB *	Account Number *	
<input type="text"/>	<input type="text"/>	
Account Name *	Bank Name *	
<input type="text"/>	<input type="text"/>	

*Please provide Employer bank details for remitting salary sacrifice amount where applicable.*



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## Comments

Any other comments?

## Employer Approval (Employer Use Only)

Approver Name \*

Approver Role/ Position \*

Approver Signature \*

Approval Date \*

*Please ensure the approver is one of the authorised contacts in the SAPLSL-CS system.*



## Salary Sacrifice Arrangements

The Act includes special rules so that salary sacrifice arrangements won't prevent you from receiving your long service leave payment correctly.



## Question

**Can I take a single day of LSL?**

## Answer

No, the minimum period is 1 week (7 days).



## Question

**Can I take my leave after 7 years?**

## Answer

Long Service Leave can only be claimed as leave before 10 years where a worker is covered by an Enterprise Agreement that allows for an earlier claim of Long Service Leave entitlements.



## Question

**What happens if I leave my Employer before I reach 7 years of service?**

## Answer

Only service to the Community Services sector after 1 October 2025 will be portable.

Service accrued prior to 1 October 2025 is only retained where the worker reaches 7 years of continuous service with their employer (either before or after registration with the scheme).



## Question

# Who approves my LSL?

## Answer

SAPLSL will process your long service leave claim, however your employer will need to approve the request before we are able to make any payments.



## Question

# How far in advance do I have to book my leave?

## Answer

The PLSL Act states that long service leave applications must be submitted two months in advance, however a shorter time is acceptable if both the worker and employer agree.

We advise to allow 3 weeks for processing the request.



## Question

**Can workers request extra tax to be deducted (e.g. HECS, salary packaging, avoiding a tax bill)?**

## Answer

At this stage, there are no provisions to allow workers to have additional tax deducted from their payments for portable long service leave.



## Question

**Will workers receive an income statement at EOFY, and will this include salary packaging components?**

## Answer

Yes. Workers will receive an income statement from SAPLSL at the end of the financial year. We issue a PAYG Summary for all workers and report all payments to the ATO through Single Touch Payroll (STP).



## Question

**What happens if a worker has a court-ordered garnishee, Centrelink deduction, or Child Support order?**

## Answer

When a worker claims portable long service leave, SAPLSL becomes the payer. That means deduction notices sent to the employer don't automatically transfer to us.



# Our Approach to Compliance

We are focused on **support and guidance**, to help you **understand and meet your obligations** under the SAPLSL-CS scheme.

If issues arise, we work **collaboratively** to resolve them rather than immediately applying fines.

There are penalties in the Act, but our focus is helping you, so you avoid getting to that stage.

Keeping **records and clear documentation** helps everyone





# 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**

How to stay up to date

Use the QR Code



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