



**SA Portable Long Service Leave
Community Services**

Webinar #8

State Long Service Leave 'One-off' Return



Welcome



Purpose of today

Key Dates

State LSL Return

Additional information

Questions



**SA Portable Long Service Leave
Community Services**

Key Dates

1 October 2025

Scheme started

1 January – 31 March 2026

Current Quarterly reporting quarter

4 February - 4 March 2026

State LSL 'One-off' Return period





What is the State LSL 'One-off' Return

- Captures **service and entitlements accrued before the Portable LSL scheme came into effect**
- Covers service under the ***Long Service Leave Act 1987***
- We now need to transfer that information into the Worker Portal





Who needs to complete it

- Any Employer with **eligible workers employed before 1 October 2025**
- Applies even if:
 - The worker is casual
 - The worker has not reached 7 years





When it needs to be done

For Employers registered in Quarter 1

- Return generated on **4 February 2026**

For Employers registering later (new)

- Return completed during **onboarding**

You will be notified by **email** when it's ready



What we need

What information you'll need (1)

Field	What to enter	Notes/Examples
Start date	The date the worker started working for the Employer	Use the Workers start date
End date	The end date of State LSL entitlements being reported	For workers registered from 1 October 2025, use 30 September 2025
Months of service	Total time the worker worked for you, in months (up to 5 decimal places)	Reflect continuous service under the Long Service Leave Act 1987. Deduct any full weeks of unpaid leave. Example: 1 November 2017 to 30 September 2025 = 95 months



What we need

What information you'll need (2)

Field	What to enter	Notes/Examples
LSL accrued	Long service leave accrued, in weeks	Accrues at 1.3 weeks per completed year . Example: 7 completed years = 9.1 weeks
LSL taken	Long service leave already taken, in weeks	Only leave taken under the State system
LSL balance	Remaining long service leave, in weeks	LSL accrued minus LSL taken
Employer liability	Dollar value of LSL owed as at 30 September 2025	Only applies if the worker had at least 7 years (84 months) of service. If less than 7 years, enter zero



Converting 'Hours' into 'Weeks'

LSL is reported in weeks. Hours paid are based on ordinary weekly hours.

A week of long service leave reflects the worker's **ordinary weekly hours** at the time the leave is taken.



Converting 'Hours' into 'Weeks'

Example 1:

Item	Detail
Worker	Year 10
Average weekly hours	20 hours per week
LSL entitlement	13 weeks
13 weeks x 20 hours per week	
Hours claimed	260 hours of leave



Converting 'Hours' into 'Weeks'

Example 2:

Item	Detail
Worker	Year 11
Average weekly hours	21.667 hours per week
LSL entitlement	13 weeks
13 weeks x 21.667 hours per week	
Hours claimed	281.67 hours of leave



Service



Understanding “months of service”

- Captured in **months** (up to 5 decimal places)
- Reflects **continuous service**
- Deduct any full weeks of unpaid leave



Understanding LSL accrued and taken

Accrual rate: 1.3 weeks per completed year

- Accrued = completed years only
- Taken = leave already used
- Balance = accrued minus what's taken



Employer liability – if applicable

This is the amount that would have been payable to the worker for long service leave as of 30 September 2025.

Calculated as:

- **LSL balance (in weeks) × ordinary weekly rate**



State LSL 'One-off' Return

To complete the one-off State LSL return, login and select from the Dashboard OR via the menu

Forms >
State LSL
Return (or)
Returns from
the menu

Login to our portals | SA Portable Long Service Leave - Community
saplsl-community.org.au/login-page

After logging in, the State LSL Return can be accessed through the link on the Dashboard.

Pending Returns (3)

Ref.	Return Type	Return Period	Workers	Remuneration	Levy	Due Date	Status
250000130	State Long Service Leave Return	1 Jul 2025 - 30 Sep 2025	4		\$0.00	30 Sep 2025	Open





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
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