



**SA Portable Long Service Leave  
Community Services**

## Webinar #8

# State Long Service Leave 'One-off' Return

3 February 2026



**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 <b>started working</b> 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 <b>30 September 2025</b>   |
| 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:<br>1 November 2017 to 30 September 2025 = <b>95 months</b> |



# 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 <b>1.3 weeks per completed year</b> .<br>Example: 7 completed years = <b>9.1 weeks</b>               |
| 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 <b>7 years (84 months)</b> 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](https://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.





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