



SA Portable Long Service Leave Community Services

4 November 2025

Claiming LSL with salary sacrifice



Portable Long Service Leave - Information for Workers

What is the scheme?

The South Australian Government introduced the Portable Long Service Leave – Community Services scheme on 1 October 2025.

It allows you to keep building long service leave entitlements even if you move between different community service employers in South Australia.

Instead of starting from zero when you change jobs, your service is recorded in the scheme and follows you.

Who is covered?

If you work in the community services sector in South Australia and your role is covered by the scheme, your employer must register you.

How does it work?

- Your employer reports your hours worked and, every quarter, pays a levy into the scheme.
- The scheme records your service.
- When you have worked enough service across one or more employers, you can apply to take long service leave.
- The scheme pays you directly when your leave is approved.





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Taking long service leave

1. Check your service record through your Worker Portal.
2. Once you are eligible, you apply for long service leave through the scheme.
3. If approved, the scheme will pay you directly.
4. You will still need to talk with your employer about the timing of your leave.

Pre-scheme service (before 1 October 2025)

The scheme recognises time you worked in the sector before the start date:

- Your employer will provide a summary of your service with them as of 30 September 2025.
- This will be credited to your record in the scheme. It's important to understand that the pre-scheme service will be uploaded to your portal in early 2026 once employers have provided these records, following on from the first quarterly period.
- If you log into your portal in the first few months, it won't show your full leave balance until these details are received from your employer.
- Any future service (from 1 October 2025 onwards) will be added on top.

Why is this important?

Without the scheme, you would lose your service if you changed jobs. With the scheme, your service is portable and moves with you across eligible community service employers.



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.

Here's how it works:

- The scheme will pay your long service leave directly to you.
- If you have a salary sacrifice arrangement with your employer, the scheme will also send the salary sacrifice portion of your payment to your employer.
- This allows your employer to continue processing your salary sacrifice as normal.

You don't need to do anything extra — your arrangement will continue in the same way while you are on long service leave.



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Q&A

Can I take a single day of LSL?

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

What happens if I take LSL between October and December 2025?

To claim LSL through SAPLSL in the first quarter:

- The employer will need to be registered and have identified the worker as eligible.
- Both the worker and employer will need to complete the PDF claim form (available on the SAPLSL website).
- The employer will need to transfer payment for any LSL taken that was accrued before the scheme's commencement.

Can I take my leave after 7 years?

LSL may only be claimed as leave before 10 years where a worker is covered by an EBA that allows for an earlier claim of LSL entitlements.

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

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 service with their employer (either before or after registration with the scheme).

Can I still cash out my leave?

LSL can be cashed out after the worker reaches 120 months (10 years) of service. Leave must be claimed in whole days, with a minimum of 7 (1 week).

Where do I book my LSL?

Initially workers and employers will need to complete a PDF claim form, available from the SAPLSL website. Claims will be available in the Worker Portal from 2026.

Your employer may also have internal procedures you need to follow when you wish to take leave.

Who approves my LSL?

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.

Can I leave the sector and come back, and keep my service?

Yes, depending on the amount of service you have and the time you leave the sector for.

Months of service	Timeframe
Less than 60 Months (5 years)	2 years break
Between 60 Months and 84 Months (5 - 7 years)	3 years break
More than 84 Months (7 years)	No cancellation

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

The PLSL Act states that LSL applications must be submitted 2 months in advance, however a shorter time is acceptable if both the worker and employer agree.

SAPLSL advises to allow 3 weeks for processing your request.

Where will I go to see my LSL balance?

Details of service accrued and LSL balances will be available in the Worker Portal.

Can I use my salary packaging?

Yes, the PLSL Act 2024 allows for some of your LSL payment to be deducted and paid to your employer for managing salary packaging agreements.

Need help?

Visit sapls-community.org.au

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