



# SA Portable Long Service Leave Community Services

11 July 2025

## Employer obligations



In South Australia, full time, part time and casual employees undertaking work in the community services sector are entitled to portable long service leave.

Employers of eligible workers are required by law to register with SA Portable Long Service Leave - Community Services (SAPLSL-CS), lodge Employer Returns, and pay a 2.2% levy based on their workers' remuneration (excluding apprentices who are levy free).

To register, you will need to fill in an application form online after the scheme commences on 1 October 2025. A member of the SAPLSL-CS team will be available to assist you with registration and explain your obligations.

As the scheme commences, employers will need to undertake a series of steps to register for the scheme. It is anticipated that the following effort will be required by each business at the various stages.

Phase	Pre-scheme preparation	1 Oct - 29 Oct 2025	1 Oct - 31 Dec 2025	Due 21 Jan 2026	Due 21 Jan 2026	
Size of business	Update employee information*	Register as an employer	Register all employees	Quarterly return*	Levy payment	Total effort
1-5	10 - 30 mins	10 mins	10 - 30 mins	15 mins	10 mins	55 - 95 mins
6-10	30 - 60 mins	10 mins	30 - 60 mins	15 - 30 mins	10 mins	95 - 170 mins
11-15	60 - 90 mins	10 mins	60 - 90 mins	30 - 45 mins	10 mins	170 - 245 mins
16-20	90 - 120 mins	10 mins	90 - 120 mins	45 - 60 mins	10 mins	245 - 320 mins
20-30	90 - 120 mins	10 mins	90 - 120 mins	60 - 90 mins	10 mins	320 - 350 mins
30-50	120 - 180 mins	10 mins	Manual: 120 - 180 mins Upload: 30 mins	Manual: 60 - 90 mins Upload: 30 mins	10 mins	350 - 470 mins
50-100	120 mins+	10 mins	Manual: 120 mins+ Upload: 30 - 60 mins	Manual: 120 mins+ Upload: 30 - 60 mins	10 mins	470 mins+
100+	180 mins+	10 mins	Manual: 180 mins+ Upload: 60 mins+	Manual: 180 mins+ Up-load: 60 mins+	10 mins	560 mins+



## SA Portable Long Service Leave Community Services

These steps are largely administrative, but will involve preparing documentation relating to business operations and ensuring you have employee details ready.

### Pre-scheme preparation

To prepare for the scheme to commence, we suggest that employers:

1. Determine eligibility of each worker in your organisation
2. Ensure employee details are up-to-date
3. Assign a Work Type to each worker, such as:
  - Advocate
  - Case Worker
  - Counsellor
  - Community Development Worker
  - Community Liaison Officer
  - Disability Support Worker
  - Employment Consultant
  - Financial Counsellor
  - Home Care Worker
  - Aboriginal Support Worker
  - Legal Support Services
  - Other Administrative
  - Other Manager
  - Outreach Worker
  - Policy Worker
  - Program Manager
  - Project Manager
  - Social Worker
  - Youth Worker



4. Calculate each worker's service (in months), leave accruals and balances, and liabilities under the *Long Service Leave Act 1987* (State Act) for their period of employment up to 30 September 2025, ensuring these records are kept to evidence the liability.
5. Consider reporting requirements within your existing systems to manage quarterly reporting on weeks worked and remuneration.



# SA Portable Long Service Leave Community Services

## Register as an employer

From 1 October 2025 a link will be available on the SAPLSL-CS website to register as an employer.

After completing the online form, a representative from the SAPLSL-CS team will be in touch.

## Employer Registration - Employer Details

Pages ▾

Submit

All fields marked with an asterisk are mandatory \*

### Employer Details

ABN \*

Legal Business Name

ACN

Entity Type

Business / Trading Name

+ Add

Website

Number of Employees in this business \*

Previous Registration Employer  
Reference

Description of work performed by the business \*

Registration Start Date \*

(When did you start registering workers. Date value cannot be prior to 01/10/2025)

Industry Commencement Date \*

(Started employing workers)

Do you wish to apply for delayed participation? \*

☐ Yes ☒ No

How did you become aware of SAPLSL? \*

### Business Activity

Business Activity \*

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander Community Services  | <input type="checkbox"/> Accommodation Support Services         |
| <input type="checkbox"/> Advocacy Services   | <input type="checkbox"/> Alcohol and Other Drug Services        |
| <input type="checkbox"/> Child Safety and Support Services                         | <input type="checkbox"/> Community Development Services         |
| <input type="checkbox"/> Community Education Services                              | <input type="checkbox"/> Community Legal Services               |
| <input type="checkbox"/> Counselling Services                                      | <input type="checkbox"/> Disability Emergency Response Services |
| <input type="checkbox"/> Disability Support Services                               | <input type="checkbox"/> Employment Services                    |
| <input type="checkbox"/> Family and Domestic Violence Services                     | <input type="checkbox"/> Family Day Care Services               |
| <input type="checkbox"/> Financial Counselling Services                            | <input type="checkbox"/> Foster Care and Out-of-Home Services   |
| <input type="checkbox"/> Home and Community Care Services                          | <input type="checkbox"/> Homelessness Support Services          |
| <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender and Intersex Services | <input type="checkbox"/> Mental Health Services                 |
| <input type="checkbox"/> Migrant and Multicultural Support Services                | <input type="checkbox"/> Offenders Transitioning Services       |
| <input type="checkbox"/> Respite Services  | <input type="checkbox"/> Seniors Community Support Services     |
| <input type="checkbox"/> Sexual Assault and Sexual Violence Services               | <input type="checkbox"/> Social Housing Services                |
| <input type="checkbox"/> Violence Prevention Services                              | <input type="checkbox"/> Women's Services                       |
| <input type="checkbox"/> Youth Justice Services                                    | <input type="checkbox"/> Youth Support Services                 |



# SA Portable Long Service Leave Community Services

## Employer Registration - Business Details

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 Submit

All fields marked with an asterisk are mandatory \*

### Principal Place of Business

Address \*

Suburb \*

State

Postcode

### Registered Office Address

Address \*

Suburb \*

State

Postcode

### Postal Address

Address \*

Suburb \*

State

Postcode

### Primary Contact Details

First Name \*

Last Name \*

Position \*

Mobile Phone


Work Phone

Email Address

Preferred Contact Method \*

### Comments

Any other comments?

 Previous

 Submit



# SA Portable Long Service Leave Community Services

## Register all eligible employees

Once the Employer Registration is complete, you'll be provided with an invitation or link to the Employer Portal. From here, you'll be able to register all eligible employees. If you only have a few employees to enter, you may enter their details one-by-one.

We have also provided functionality for a bulk import via XLSX to make the process easier for larger employers.

## Worker Registration - Worker Details

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☆ Save Draft

📄 Submit

✖ Cancel

All fields marked with an asterisk are mandatory \*

### Worker Details

First Name \*

Last Name \*

Middle Name/s

Date of Birth \*  
📅

Gender \*  
▾

Primary Language \*  
▾

Employee Number

### Contact Details

Preferred Correspondence Method \*  
▾

Email Address \*

Mobile Phone \*

Phone

Postal Address \*

Suburb \*

State

Postcode

### Employer Details

Start Date with Employer \*  
📅

Date Registered with Employer \*  
📅

Employment Type \*  
▾

Work Type \*  
▾

Is the worker a registered apprentice? \*  
☐ Yes ☒ No

🔍 Previous

☆ Save Draft

📄 Submit

✖ Cancel

👤 Remove Worker

➕ Add Worker

First Name	Middle Names	Family Name	Date of Birth	Gender	Primary Language	Other Language	Employee Number	Preferred Correspondence	Email Address	Mobile Phone	Phone

(portion only of spreadsheet shown above)



# SA Portable Long Service Leave Community Services

## Quarterly return

Each quarter a return will need to be completed. Based on your registered workers, the return will pre-fill with employee information. An employer will need to provide the following information on their quarterly returns to capture service and calculate the applicable levy:

- The remuneration paid to the worker during the quarter, based on the pay periods that fell within the quarter; and
- The number of weeks where a worker was paid for one or more shifts, or a period of leave. Weeks where a worker did not receive any pay should not be included.

Employers are required to keep records to substantiate the details they declare on Employer Returns. Records must be kept for at least seven years after completion of the period they relate to. Employers may be asked to provide these records to the scheme, particularly if a query arises from a present or past employee.

We note that the definition of “remuneration” is stipulated with the Regulations.

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★ Save Draft

📄 Submit

✖ Cancel

## Submit Return

Due Date  
21 Jul 2025

Workers  
3

Total Remuneration  
\$0.00

Levy Rate

Levy  
\$0.00

### Return Details

Employer Reference  
E-000053

Return Status  
Open

Employer Name  
RIGHT PTY LTD

ABN  
60 057 728 373

Reference  
250000012

Return Period  
01 April 2025 - 30 June 2025

Return Type  
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-0000110	Hunter, Darin	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0000148	Murphy, Cruz	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W-0000161	Sam, Joshua	<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				

⏪ Previous

★ Save Draft

📄 Submit

✖ Cancel

Next ⏩

Similarly, we provide a XLSX template to enable uploading the information in bulk:

Worker ID	Worker	Employee Number	Weeks Worked	Remuneration	Discrepancy Reason	Termination Date	Termination Reason	Comments
W-0000110	Hunter, Darin							
W-0000148	Murphy, Cruz							
W-0000161	Sam, Joshua	123456						

Once the return has been completed and submitted, an invoice will be generated for payment.





## SA Portable Long Service Leave Community Services

### Levy payment

The PLSL scheme is funded by a levy paid by employers, based on their workers' remuneration (excluding apprentices who are levy-free). The money collected through the levy is invested and used to pay long service leave entitlements and cover the administration costs of running the scheme. The levy rate is currently set at 2.2%, with employers paying into the scheme from 1 October 2025.

Upon submitting a quarterly return, an invoice will be generated and is due for payment within 21 days after the reporting period. For the first reporting period of 1 October 2025 to 31 December 2025, the return and levy payment are due by 21 January 2026. Payment can be made via credit card, EFT, or BPAY.

