



SA Portable Long Service Leave Community Services

11 July 2025

Timeline & key dates



Key commencement dates

1-Oct-25	29-Oct-25	31-Dec-25	21-Jan-26
✓ Scheme starts			
Employer registration			
Worker registration			
First reporting period			
		Submit your return	
			Return due ✓
			Levy due ✓

Registration timelines

Employer registration for Portable Long Service Leave will open on 1 October 2025.

After the commencement date, employers will need to register eligible workers covered by the scheme with SA Portable Long Service Leave - Community Services before 31 December 2025.

If an eligible worker starts working with a new employer after the scheme's commencement date, the employer will need to register the new employee with the scheme within their first month.

Employers will need to begin provisioning for the payment of the 2.2% levy to the scheme from 1 October 2025.

Reporting periods

An Employer Return will be issued every quarter for employers to complete. Lodgement of the Employer Return and payment of the applicable levy must be made by the due date, which will generally fall three weeks after the end of the quarter.

When completing Employer Returns, employers will enter total remuneration earned by each of their workers and number of weeks worked during the return period. The payable levy will be calculated and an invoice issued.

Ongoing reporting dates

Reporting 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