



SA Portable Long Service Leave Community Services

31 July 2025

Transition provisions for workers



Portable Long Service Leave – Community Service Payments

If a worker is in an eligible role covered by the *Portable Long Service Leave Act 2024* at the time they claim long service leave, SAPLSL–CS will pay the worker directly.

SAPLSL–CS will then seek reimbursement from the employer for the portion of the leave that was accrued before 1 October 2025, under the *Long Service Leave Act 1987*.

This approach:

- Simplifies the payment process for workers, and
- Allows employers to meet their pre-scheme obligations without managing direct payments to workers for pre-scheme service.

Making a claim

After the SA Portable Long Service Leave – Community Services scheme commences on 1 October 2025, workers will be able to apply to take long service leave once they have recorded more than 120 months of service (equivalent to 10 years). A pro-rata payment is available if they have been employed for seven (7) years and cease employment.

The Portable Long Service Leave scheme will let workers know when this is reached. Workers will also be able to check how close they are to reaching any milestones by logging into their Worker Portal to see the number of months of service recorded.

When a worker is ready to take leave, they will need to log in to the Worker Portal and complete the online claim form. Their employer will then be required to approve their period of leave online.

When claiming long service leave, the scheme will pay the worker for both the leave accrued with the employer and under the scheme, in accordance

with the *Portable Long Service Leave Act 2024*. The scheme will then issue an invoice to the employer for the leave accrued with them under the *Long Service Leave Act 1987*.

We recommend workers have a conversation with their employer prior to applying for leave, to ensure proposed leave dates align.

Calculating long service leave entitlements

When calculating long service leave payment entitlements, the rate workers will be paid per week will be calculated based on their average ordinary weekly earnings within the last three years, as recorded by the scheme at the time they take their leave.

If a worker has not had service recorded recently, the rate of pay will be calculated based on their average rate of pay over the last three years recorded.

Rates may vary if the worker's claim includes periods of service accrued under the *Long Service Leave Act 1987* or as a Self-Employed Contractor or Working Director.

Employer Reimbursement Payments

If a worker is still employed in a role covered by the *Long Service Leave Act 1987* at the time they take long service leave, the employer must pay the worker directly for their full entitlement.

SAPLSL–CS will then reimburse the employer for the portion of leave that relates to service accrued after 1 October 2025 under the *Portable Long Service Leave Act 2024*.

This ensures that:

- Employers meet their obligations under the State Act, and
- SAPLSL–CS contributes its share for service accrued under the new portable scheme.