



SA Portable Long Service Leave - Community Services



South Australia's Portable Long Service Leave Scheme for the community services sector now commences on 1 October 2025.

The scheme will provide long service leave entitlements to eligible workers, even if they move between employers within the sector.

The start date responds directly to employer feedback about the impact of the original timing. We understand the importance of avoiding pressure during the end of financial year and the introduction of other key changes.

A start date on 1 October 2025 provides more time to plan, prepare and adjust.

What is Portable Long Service Leave?

Portable long service leave in South Australia was initially developed for the construction industry, where workers were largely unable to remain with the same employer for long enough to accrue long service leave due to the project based nature of their employment.

Through feedback from unions and industry associations, the South Australian Government found that the Community Services sector faced similar challenges, with contract-based employment due to funding from grants and donations.

Portable long service leave allows a worker to build their long service leave entitlements as service to the Community Services sector as a whole, rather than to a single employer.

How does it work?

Employers register with SA Portable Long Service Leave if they are employing one or more workers in the Community Services sector.

It is the responsibility of the employer to register any eligible workers.

Each registered employer will complete and lodge a quarterly return form, which will capture the number of weeks in which each worker performed one or more shifts, and the amount they were paid during the quarter.

The employer will also be required to pay a 2.2% levy, which is calculated on a percentage of the remuneration paid to their eligible workers during the quarter.

Workers will accrue three months of service for each quarter in which they worked one or more shifts. When a worker has received 120 months of service, they will be entitled to 13 weeks of long service leave.

Workers who have accrued at least 84 months of service and leave the sector will be entitled to a pro-rata payment.

Who is required to register?

Any employers who are employing eligible workers in South Australia are required to register with the scheme from 1 October 2025. Employers may request delayed participation through the registration process.



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What do employers need to do?

After registration, employers will need to complete and lodge their quarterly return forms online and make payment of any applicable levies.

Penalties apply for late lodgement and/or late payment.

Returns are issued for the following periods

- 1 January - 31 March
- 1 April - 30 June
- 1 July - 30 September
- 1 October - 31 December

Both the lodgement of the return form and the payment of any applicable levies is required within 21 days of the end of the reporting period.

Reminders are sent leading up to the due date, and assistance with lodgement is available by phone, email, guides from our website, or an in-person visit with one of our Community Engagement Officers.

What do workers need to do?

When a worker is first registered, they will be issued with a registration number, which can be provided to future employers to make the reporting process easier.

Workers can keep track of their long service leave entitlements through their online Worker Portal to ensure all eligible service is registered, and see how close they are to taking their long service leave.

Key Decisions

Start Date: 1 October 2025

Levy Rate: 2.2% levy on eligible staff wages

Why This Matters

The scheme recognises workers who move between community services employers but continue to serve the sector long-term. It provides a fair and portable entitlement to long service leave.

Where can I get more information?

You can find more information on the South Australian Portable Long Service Leave Community Services scheme at:

Website: saplsl-community.org.au

Phone: (08) 8474 2400

Email: admin@saplsl-community.org.au