

# Enquiry form: Long service leave

*Long Service Leave Act 1987 (SA)*

## Complete this form if you:

- are a South Australian worker or employer and have questions about long service leave
- or require assistance to work out a long service leave entitlement.

## Want to file a long service leave claim?

If you are an employee and would like to file a claim for long service leave, please find and complete the **Claim form: Long service leave** from our website.

## Continuous service

A worker's continuity of service is not affected by:

- absence in accordance with contract of service (e.g. Christmas closure)
- absence on account of illness or injury
- absence on account of long service leave or annual leave
- absence on account of any other approved leave (e.g. parental leave, approved leave without pay)
- the standing down of the worker due to slackness in trade where the worker is re-employed by the same employer
- a break in service brought about by the employer where the worker returns or is re-employed by the same employer within two months.

Continuous service is not the same as Service. Continuous service means that your service is not broken, however some types of leave do not count as service when calculating your entitlement. For example, unpaid leave does not count towards your service but does not necessarily break your continuous service.

## The *Long Service Leave Act 1987 (SA)* may not apply to:

- Construction industry workers who are predominately employed 'on-site'. For more information contact [Portable Long Service Leave](#) on 8362 8111.
- The South Australian Public Sector. Long service leave entitlements are governed by the *Public Sector Act 2009* and any determinations of the Commissioner for Public Sector Employment.
- Workers whom, as of 31 December 2009, had award-derived long service leave terms set out in relevant industrial instruments (e.g. Enterprise Agreement, Australian Workplace Agreement [unless cancelled or rescinded], or Federal Award). For example, workers in the vehicle industry where their employers are members of the Motor Trade Association and where membership commenced prior to March 2006.
- Workers employed within the Commonwealth Public Sector.

## Submitting your form

Please submit your completed form and supporting documents to SafeWork SA:

Email: [help.safework@sa.gov.au](mailto:help.safework@sa.gov.au)

Post: SafeWork SA Help Centre  
GPO Box 465 Adelaide SA 5001

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Please answer all questions in full so that your enquiry can be assessed as quickly as possible.

Are you raising this matter as the:      Employee      Employer

## Employee details

Name:      Date of birth:      Postcode:      Suburb:      Address:      Contact number:      Email:

## Employer details

Company Name:      Trading name, if applicable:      Industry of business:      Address:      Suburb:      Postcode:      ABN (as per payslip):      Contact person at business:      Contact phone number:      Email:

## Employment details

Date work commenced with the above employer:      Most recent employment status with the above employer:      Full-time      Part-time      Casual      Completed years of service with employer:      Current hourly rate of pay (before tax)? \$      Did the employee take any maternity/paternity or unpaid leave during this time?      Yes      No      If yes, please list the dates and the reason for the leave:      Is the employee still employed by the above employer?      Yes      No      If No:      Date the employee finished work with the above employer:      Who terminated the employment?      Employer      Employee      Was notice given?      Yes      No      If yes, how much?      Was the notice given in writing?      Yes      No      What was the reason for termination?      Did the employee receive a letter of termination?      Yes      No      (If yes, please attach a copy)      Did the employee receive a final payslip?      Yes      No      (If yes, please attach a copy)

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Is there a disagreement over a long service leave entitlement between the employee and the employer

Yes

No

If yes, have you attempted to resolve your claim with your employer?

Yes

No

Please provide a commentary of your enquiry with regard to long service leave.

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Are there any further points that you would like us to clarify with regard to long service leave?

Full name:

Position in organisation:

Date:

Signature: