

South Australia

## Long Service Leave Regulations 2002

under the *Long Service Leave Act 1987*

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### 1—Short title

These regulations may be cited as the *Long Service Leave Regulations 2002*.

### 4—Interpretation

In these regulations—

*Act* means the *Long Service Leave Act 1987*.

### 5—Records

- (1) Subject to subregulation (2), the records required to be kept by an employer for the purposes of the Act must be in the form set out in Schedule 1.
- (2) An employer is not required to use the form set out in Schedule 1 if the employer instead promptly and accurately records the information required by that form in wages, leave or other similar records kept by the employer.
- (3) The statement to be given by an employer to a worker who has been granted long service leave must be in the form set out in Schedule 2.
- (4) The statement to be given by an employer to a worker when a payment is made to the worker by agreement instead of long service leave must be in the form set out in Schedule 3.

## Schedule 1—Record to be kept by employer

- A Full name of worker ..... Date of commencement .... / ... / .....
- Occupation ..... Name of employer .....
- B Is the right to leave determined by reference to the Act? Yes/No
- If No, state the following details:
- (a) Name of award, agreement or scheme by reference to which leave is determined  
.....
- (b) Date of relevant determination by SAET  
.... / ... / .....
- C If the business has been acquired (or transmitted),  
State the name of previous owner/s:
- ..... Date .... / ... / .....
- ..... Date .... / ... / .....
- ..... Date .... / ... / .....
- ..... Date .... / ... / .....
- ..... Date .... / ... / .....
- D Employment termination details:
- Date of termination .... / ..... / ..... Period of notice .....
- Reason.....
- LSL entitlement ..... days Payment made \$ .....
- On ... / ..... / .....

Notes—

- 1 This record must be commenced at the time of employment of the worker.
- 2 Entries must be made on the reverse side at the appropriate times as noted.
- 3 This record must be kept for 3 years after the date of termination of the worker's service.

## Schedule 2—Notice to worker

To:.....

As at ... / ..... / .... you have an entitlement to ..... days long service leave.  
..... days long service leave will commence on ..... / ... / ..... and finish on  
.... / ..... / .....

At the completion of that leave, the balance available to you will be ..... days.  
.....

*Name of employer* *Signature and designation*

NB This notice is to be provided to each worker prior to going on long service leave.  
(A copy of this notice must be retained with the worker's service record)



## Legislative history

### Notes

- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes or [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

### Revocation of regulations

The *Long Service Leave Regulations 2002* were revoked by Sch 2 of the *Long Service Leave Regulations 2017* on 1.9.2017.

### Legislation revoked by principal regulations

The *Long Service Leave Regulations 2002* revoked the following:

*Long Service Leave Regulations 1988*

### Principal regulations and variations

Year	No	Reference	Commencement
2002	163	<i>Gazette 22.8.2002 p3196</i>	1.9.2002: r 2
2017	48	<i>Gazette 16.5.2017 p1276</i>	1.7.2017: r 2

### Provisions varied

Entries that relate to provisions that have been deleted appear in italics.

Provision	How varied	Commencement
<i>rr 2 and 3</i>	<i>omitted under Legislation Revision and Publication Act 2002</i>	<i>1.7.2017</i>
r 4		
<i>Registrar</i>	<i>deleted by 48/2017 r 4</i>	<i>1.7.2017</i>
<i>r 6</i>	<i>deleted by 48/2017 r 5</i>	<i>1.7.2017</i>
Sch 1	varied by 48/2017 r 6	1.7.2017
<i>Sch 4</i>	<i>deleted by 48/2017 r 7</i>	<i>1.7.2017</i>
<i>Sch 5</i>	<i>deleted by 48/2017 r 8</i>	<i>1.7.2017</i>