

What do I need to do to prepare for the Services Industry Scheme?

- ✓ Check if you're eligible by completing the **Services Scheme Eligibility Assessment Tool** on our website.
- ✓ Register now by visiting **actleave.act.gov.au**.
- ✓ Let your employees know that they will be eligible to begin accruing portable long service leave from **1 January 2027**, and that they will receive information about their registration with ACT Leave in May 2027.

Portable Long Service Leave for the Services Industry



We're here for you!

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From 1 January 2027, portable long service leave will expand to cover eligible workers in hairdressing, beauty, accommodation and food services.

What is portable long service leave?

Portable long service leave is a valuable worker entitlement that allows employees to accrue long service leave entitlements, even if they change employers within the same covered industry scheme in the ACT.

Business owners also benefit, as portable long service leave helps retain experienced workers in the industry and contributes to a positive workplace culture.

Who is ACT Leave?

We are an ACT Government Statutory Authority established under the *Long Service Leave (Portable Schemes) Act 2009*, that administers portable long service leave in the ACT.

We support leave that travels.

How is portable long service leave funded?

Employers pay a levy calculated on the gross ordinary wages paid to their employees. The levy for the Services Industry Scheme at commencement is set at 1.07%.

The food and beverage industry will receive a phased discount on the levy. The discount provides food and beverage businesses a 75 per cent reduction in their levy in the first year, a 50 per cent reduction in the second year, and a 25 per cent reduction in the third year.

As an employer, you need to record service for your eligible employees by submitting quarterly returns. The levy payable is calculated by applying the levy rate to the gross ordinary wages recorded on the quarterly return.

Apprentice wages are exempt from the levy calculation as long as a copy of their training contract has been provided to us.

Do I have to register my business and employees for portable long service leave?

Employers in the ACT who operate a business for the predominant purpose of providing hairdressing and beauty services, or accommodation and food services (including hospitality services) must register with ACT Leave for the Services Industry Scheme. This requirement applies even if your business is based interstate.

Eligible employees must be registered in your first quarterly return, which is due on 30 April 2027.

Contractors and working directors can choose to register as a voluntary member to accrue portable long service leave. Once an entitlement is reached, benefits are paid as a lump sum.

What is eligible work in the Services Industry Scheme?

Workers in the ACT are covered by the Services Industry Scheme if they perform eligible services work for an eligible employer.

The eligibility assessment tool on our website can help determine whether your business and/or your workers are covered under the Scheme.

What will my employees be entitled to?

Your employees will be entitled to 6.06 weeks of portable long service leave after 7 years of recorded service in the services industry.

They will continue to accrue 0.867 weeks of leave for every year thereafter.



Need more information?

Please reach out to us if you need assistance.

Visit our website to access our step-by-step guides, FAQs and videos.

