



PUBLIC SECTOR 2025/2026

SKILLS AND EXPERIENCE RETENTION ENTITLEMENT

ELECTION TO CONVERT ENTITLEMENT TO A MONETARY AMOUNT

Instructions:

- 1 Provide your details
- 2 Sign the form
- 3 Send to the email, DX or postal address provided at the bottom of this page, during the period **1 July 2026 to 31 August 2026**

Employee Details

Surname

Department / Government Agency

Branch/Section

Employment status: Full time Part time Casual

First name

Employee number

Email Address

Telephone (work)

Nomination to Convert to a Monetary Amount

I declare that I have accrued sufficient leave and request that this leave be converted to a monetary amount.

As an eligible employee, I am electing to convert my accrued Retention Leave Entitlement for the previous financial year (2025/26) only to a monetary value. The rate of monetary value will be at \$255.00 per day (pro rata for part time entitlements) for payments in 2026. This amount is indexed on an annual basis by the Consumer Price Index in accordance with the Regulations.

I acknowledge that Retention Leave payment will be processed in my agency's final pay period in September 2026.

Employee's signature

Date

Payroll Use Only

Database Identifier

Days

Hours

Initials

Date

Signature

Any questions regarding completion of this form?

Contact Shared Services SA
RETL@sharedservices.sa.gov.au

Send the completed form to:

Email
RETL@sharedservices.sa.gov.au

– or –

DX Internal Mail
Shared Services SA
Retention Leave Conversion
Karna Country
Level 17 Wakefield House
DX703

– or –

Post
Shared Services SA
Attn: Advice and Strategy Team - Level 17
Karna Country
GPO Box 11026
Adelaide, SA 5001

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Notes

The Public Sector Skills and Experience Retention Entitlement (Retention leave) applies to public sector employees who have completed 15 or more years of effective service (eligible employees) and who are employed under the Education Act 1972, Parliament (Joint Services) Act 1985 or Public Sector Act 2009 (PS Act) and who is subject to the long service leave entitlements provided in the PS Act, either as a result of clause 13 of the Public Sector Regulations 2010 or some other industrial instrument (i.e. an Enterprise Agreement).

Further information about the effect of the new Retention leave can be found in Commissioner's Determination 3.1 (or on the SA Health Manual website).

1 Employee Details

Complete your details, including your name, department, employee number, branch/section, email address, employment status and business hours contact phone number.

2 Nomination To Convert To A Monetary Amount

Retention Leave began accruing from 1 July 2012.

The Retention leave will be phased in for eligible employees (accrued based on hours worked) as follows:

- Up to two (2) working days entitlement in the 2012-13 financial year
- Up to three (3) working days entitlement in the 2013-14 financial year
- Fixed at a maximum of four (4) working days entitlement from the 2014-15 financial year onwards

Between 1 July and 31 August (inclusive) immediately following the financial year in which an entitlement to Retention leave accrued, an eligible employee may elect to convert the entitlement to an amount fixed by the Public Sector Regulations 2010 (the Regulations).

Where prior to 1 July and 31 August in a given year, an eligible employee has already taken part of the entitlement accrued in the previous financial year, the eligible employee may elect to convert the remainder. An adjustment to the amount paid will be made where a portion of a working day is converted to a monetary amount. For example, if in 2025/26 a fulltime employee accrued 4 days (30hrs) and has physically taken 2 days (15hrs), the employee may elect to convert the remaining 2 days (15hrs) only.

Employees electing to be paid a monetary amount for the previous year's retention leave entitlement can only elect to convert the entire balance for that financial year. Conversion of a proportion of the previous financial year's entitlement is not permitted.

The amount fixed by the Regulations as the monetary amount to be paid for each working day of Retention leave for this financial year 2025/26 is \$255.00 (indexed annually).

If Retention leave entitlement is not taken within 5 years of the end of the financial year in which it accrues, it will be lost (and a sum equal to the monetary value of any entitlement that is lost will not be payable). For example, any Retention Leave accrued in 2020/21 not used by 30 June 2026 will be lost.

To elect to receive a payment, an employee must complete and submit this form to Shared Services SA by 31 August following the financial year in which the entitlement accrued.