

### Overview

The University makes provision for staff who are members of the Australian Defence Force Reserves to undertake defence service activities.

The Federal Government supports this by providing an Employer Support Payment Scheme to encourage employers to allow leave to ADF Reserves staff.

### Policy

**13.09.01** A staff member who serves in the Navy, Army or Air Force Reserves will be granted paid leave by the University of up to 15 working days in any year to participate in defence service activities.

**13.09.02** Additional paid leave may be granted where the University is eligible to receive payment under the ADF Reserves Employer Support Payment Scheme (ESP). Under the present Scheme, paid leave will be granted until the completion of the period of service under which the payment is made, or to a maximum of 78 weeks, whichever is sooner, provided that:

the reservist has completed a qualifying period of 14 days of defence service per year, taken as a single period or as multiple periods of at least five (5) consecutive days each; and

the reservist undertakes defence service in periods of at least five consecutive days.

**13.09.03** Eligibility criteria for payment of the ESP, as defined by the Federal Government, apply to both the University and reservist. (<http://www.defence.gov.au/reserves/ESP.htm>)

**13.09.04** Where a staff member applies for leave which is additional to the University's grant of 15 days but which does not meet the criteria for ESP (e.g. periods of less than five (5) days), Annual Leave, Long Service Leave or Leave Without Pay may be taken.

**13.09.05** Employers are ineligible for the ESP where there has been a Call Out of all (or part) of the Reserves, unless the Minister for Defence otherwise determines. In such cases, the University will grant Leave Without Pay to any affected staff. Such leave without pay will count as service for all purposes. Alternatively, any existing Annual Leave or Long Service Leave entitlements may be used.

**13.09.06** While it is recognised that there is often little flexibility in the timing of such leave, it is expected that the staff member will bear in mind the University's operating requirements when applying for Defence Force Reserves Leave.

**13.09.07** Reservists who attend natural disasters or other emergency situations should apply for Emergency Services Leave (**Section 13.08**).

## Procedures

**13.09.08** Before proceeding on leave, an application must be made

on the Multipurpose Leave Form (13.01a), or

applied for on-line through the HR WebKiosk (where available).

submitted to the staff member's supervisor for approval and forwarded to Human Resource Services for recording and including official documentation, signed by the staff member's Commanding Officer, Formation Commander or equivalent.

## Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

## References

*Defence Act 1903, as amended by the Defence Legislation Amendment (Enhancement of the Reserves and Modernisation) Act 2001*

*Defence Reserve Service (Protection) Act 2001*

*Australian Defence Force Reserves Employer Support Payment Scheme*

Approved Vice-Chancellor:	27 May 2007
RMO Document No.:	D02/1473
Policy Review Date:	30 June 2008
Responsibility for review:	Human Resource Services