



West Australian Institute of Further Studies Pty Ltd Australian Defence Force Reserve Service Private Sector Leave Policy

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RESPONSIBILITY: MANAGING DIRECTOR

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1. West Australian Institute of Further Studies Pty Ltd (WAIFS) – Support for Australian Defence Force Reserves

- 1.1 WAIFS is committed to supporting employees who are members of the Australian Defence Force (ADF) Reserves. The following ADF Reserve Service Leave Policy offers recognition through special leave conditions and applies to all employees who have formally advised WAIFS that they are members of the ADF Reserves.
- 1.2 WAIFS recognises that service in the ADF Reserves involves a significant commitment of an employee's personal time. The annual commitment of an individual Reservist varies significantly depending on their specialisation, experience and skills. Consequently, this may affect the frequency and duration of service they undertake and the amount of notice provided.

2. Responsibilities and Actions for WAIFS

- 2.1 Ensure that all relevant Managers and Supervisors familiarise themselves with the WAIFS ADF Reserve Service Leave Policy (this document) and where necessary, the provisions under the *Defence Reserve Service (Protection) Act 2001*.
- 2.2 For full time, permanent employees, provide up to: 14 days of ADF Reserve service leave as leave where WAIFS tops up pay to half of the ADF reservists normal fortnightly pay unless this is already exceeded by the payments made to the Reservist by the ADF for this period.
- 2.3 For full time, permanent employees provide up to an additional 14 days leave on leave without pay in the first year of ADF Reserve service to allow the employee to complete his or her common induction training requirements.
- 2.4 For other periods of ADF Reserve service in excess to the ADF Reserve leave provided by WAIFS, employees may elect to take:
- leave without pay;
 - annual leave;
 - long service leave;
 - other forms of accrued leave entitlements; or
 - a combination of the above to cover the required period of absence.
- 2.5 Following a 12 month qualifying period, part time and casual employees may be entitled to unpaid ADF Reserve service leave on a pro rata basis, determined on an individual basis.
- 2.6 ADF Reserve service leave is based on a calendar year and is in addition to any other forms of accrued leave (e.g. Annual Leave, Long Service Leave etc).
- 2.7 ADF Reserve service leave is not cumulative and cannot be carried over to the following year.



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- 2.8 Up to six weeks of ADF Reserve service leave per year is to be treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc). The six weeks can be made up of a single block or a number of occasions.
- 2.9 WAIFS may contact the ADF Unit point of contact provided by the employee to discuss possible alternative options when the absence of an employee will cause a significant and serious impact on the Employer's operational requirements.
- 2.10 WAIFS may be eligible to claim Employer Support Payments (ESP). Claim forms and postal details are available on the Reserve website <https://www.defencereservessupport.gov.au/benefits/employer-support-payment-scheme/>
- 2.11 When additional information, assistance or guidance is required, WAIFS will contact the regional Defence Reserves Support State or Territory Manager, on 1800-803-485 or visit <https://www.defencereservessupport.gov.au/contact-us/>

3. Responsibilities and Actions for Eligible Employees

- 3.1 Read and familiarise themselves with the ADF Reserve Service Leave Policy set out in this document.
- 3.2 Notify WAIFS of their ADF Reserve status when they first become an employee or when they first become a Reservist if they are already employed.
- 3.3 Provide WAIFS with relevant information about the supportive initiatives available to them including assistance with accessing the Defence Reserve Support website.
- 3.4 Inform WAIFS at the beginning of each working year, of their anticipated ADF Reserve service commitments for the next 6-12months, even when specific dates are unknown. Once specific dates become available, the employee should notify WAIFS at the earliest practicable opportunity.
- 3.5 Complete an annual leave form, selecting "Other" as the type of leave and explaining the reason for the leave. Proof of ADF leave must also be provided with the annual leave application in the form of a fully completed <https://www.defencereservessupport.gov.au/media/1097/ae380-tri-service-notice-reserve-service.pdf> (as superseded from time to time). The form is in two parts, the first part provides the details of the intended Reserve service while the second part provides confirmation that the Reserve service was completed. The employee is to provide each part, fully completed by the employee and the ADF before leave is granted and after the leave has been taken. If an employee does not provide this information to the accounts department at WAIFS, any payments made to the Reservist under this policy will become immediately repayable in full to WAIFS' bank account. Failure to do so will lead to disciplinary action being taken.
- 3.6 Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor prior to contacting the Office of Reserve Service Protection. When an internal resolution is unsuccessful, the employee should utilise any internal grievance or dispute resolution process. The employee should also provide WAIFS with the details of an appropriate ADF Reserve Unit point of contact.
- 3.7 Assist WAIFS to complete the necessary ADF ESP Scheme documentation when assistance is requested. Forms are available from, <http://www.defencereservessupport.gov.au/forms-publications/>