

Name of Policy	Australian Defence Force Reserves Leave Policy
Description of Policy	This policy covers the provision of Australian Defence Force Reserves Leave for Academic and Professional Staff at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	1 May 2014
Effective Date	1 May 2014
Approval date of last revision	4 February 2019
Effective date of last revision	4 February 2019
Date of policy review*	4 February 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Community Service Leave
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1 Background Information

This policy has been developed in support of the provision for Australian Defence Force Reserves Leave for Academic and Professional Staff at ACU.

2 Policy Statement

The University recognises that from time to time staff may be involved in activities as members of the Australian Defence Force Reserves as outlined in this policy, and provides staff with leave to participate in these activities.

3 Policy Purpose

This policy informs staff members of their entitlement to Australian Defence Force Reserves Leave and its application at ACU.

4 Application of Policy

This policy applies to all continuing and fixed term staff of the University who are covered by the provisions of the Australian Catholic University Staff Enterprise Agreement, 2017 – 2021 (the Agreement). Staff engaged for a specific fraction of a full-time appointment shall be entitled to the amount of leave available on a pro-rata basis relative to that staff member's fraction of employment.

5 Entitlement

Australian Defence Force Reserves leave encompasses leave to undertake duties associated with membership of the Australian Defence Force Reserves such as:

- Deployment
- Annual training
- Drill parade
- Attendance at a school and/or class or course of instruction

5.1 A staff member is entitled to access up to ten (10) days in each calendar year of Australian Defence Force Reserves leave, when the activity falls on the staff member's normal day of work. Australian Defence Force Reserves leave is not cumulative.

5.2 A staff member is entitled to access up to an additional twelve (12) weeks Australian Defence Force Reserves leave subject to a successful application to the Federal Government's Employer Support Payment Scheme (ESPS).

5.3 Where a staff member requires additional leave for Australian Defence Force Reserves purposes, the staff member may apply for Annual Leave, Long Service Leave or Leave Without Pay. Such leave will only be granted where the staff member concerned is eligible for the category of leave they wish to apply for and the requested leave covers a period of time that is mutually convenient to the University and the staff member. While this additional leave will not be granted by the University in circumstances where it is not operationally convenient to do so, the approval of a request for additional leave will not be unreasonably withheld.

6 Approvals

All approvals of decisions must be made in accordance with the relevant University Delegations.

7 Procedures

7.1 At the start of each working year, a staff member should notify their Supervisor of the anticipated Australian Defence Force Reserves service commitment for the next twelve (12) months, even when specific dates are unknown. Once specific dates are available, staff should notify their supervisor at the earliest practicable opportunity and apply for leave as detailed below.

7.2 An application for leave as detailed in section 5.1 of this policy should be submitted for approval to the nominated supervisor via Staff Connect, and the application must indicate the type of Australian Defence Force Reserves duties proposed. Supporting documentation, such as a statement from the military reserve authority or other relevant documentation, must be included with the leave application for the supervisor for check and approve.

If approved, the nominated supervisor will approve the leave request via Staff Connect which will workflow to Human Resources. If not approved, the nominated supervisor must advise the staff member of the decision.

7.3 An application for the additional Australian Defence Force Reserves leave as detailed in section 5.2 of this policy should be submitted on the ESPS Employer's Claim Form, available on the Defence Reserves Support website. The staff member should complete the relevant sections of the claim form and provide this form to their nominated supervisor to forward to Human Resources. Human Resources will complete the ESPS Employer's Claim Form and submit it to the ESPS staff in the Service (Navy, Army or Air Force) to which the staff member belongs.

If a staff member's application for an Employer Support Payment is successful Australian Defence Force Reserves leave will be processed by Human Resources.

If a staff member's application for an Employer Support Payment is not successful a staff member must utilise accrued Annual Leave or Long Service Leave, or Leave Without Pay as detailed in section 5.3 of this policy. An application for such leave should be submitted for approval via Staff Connect. If no such request is received Leave Without Pay will be processed.

8 Revisions made to this Policy

Date	Major, Minor or Editorial	Description
1 May 2014	Major	This Policy has been updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement, 2013 - 2017
4 February 2019	Editorial	Update ACU brand template and change to procedural wording in relation to Staff Connect. Update Title Change as per ACU Staff Enterprise Agreement 2017 – 2021.

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

9 Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).