

# DEFENCE RESERVIST LEAVE

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## 1. OBJECTIVE

The objective of this policy is to:

- Recognise that the Australian Defence Force (ADF) Reserves continue to be an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness.

Support members of the ADF Reserve Service employed by the City of Karratha to access a reasonable amount of additional leave for that purpose.

## 2. PRINCIPLES

This Policy applies to all Employees who are Reservists and undertake training and / or military service with the Australian Defence Forces.

“**Defence Service**” means service in a part of the Defence Reserves and includes training. Defence Service must not prejudicially effect an Employees’ entitlements or other conditions of employment.

The City of Karratha must not ask a Reservist to limit the number of training courses per year or take less reserve service leave.

## 3. ROLES AND RESPONSIBILITIES

The City of Karratha agrees to support members of the Defence Reserve Service employed by the City and will provide up to 10 days per calendar year of Defence Reserve service leave on top-up pay. Top-up pay is the difference between ADF pay and the Employee’s normal weekly salary. Part time employees shall be entitled to a pro-rata amount. Should the amount from the ADF be greater than the normal weekly salary, no additional payments will be made by the City. Superannuation contributions will be based on the Employee’s normal weekly salary.

Defence Reserve service leave is not cumulative and cannot be carried over to the following year.

For other periods of ADF Reserve service in excess to the Defence Reserve leave provided by the City, Employees may elect to take:

- Leave without pay;
- Annual leave;
- Long service leave;
- Other forms of accrued leave entitlements; and
- A combination of the above to cover the required period of absence

Eligible employees must notify of their ADF Reserve status when they first become an employee or when they first become a Reservist if they are already employed.

Eligible employees must inform their line supervisor at the earliest practicable opportunity of their anticipated ADF Reserve service commitments. When taking leave, eligible employees must provide the City with written ADF notification before and after the requirement to provide ADF Reserve service. The written notification is to be included with the leave application.

## 4. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 5. REFERENCES TO RELATED DOCUMENTS

- *City of Karratha Enterprise Agreement 2015* and any successor agreement
- City of Karratha Operational Policies
- *Defence Reserve Services (Protection) Act 2001*
- Australian Defence Force Reserves Local Government Support Payment (ESP) Scheme
- (Website [www.defence.gov.au/reserves](http://www.defence.gov.au/reserves))

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Responsible Officer:	Manager Human Resources

*This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*