

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Human Resources

1.3.6

TITLE: DEFENCE RESERVIST LEAVE

ADOPTED: OMC 20 July 1999 – Pages 15 - 17

REVIEWED: OMC 10 June 2003 – Pages 20 – 24
OMC 19 March 2009 – Pages 26 – 31
OMC 15 March 2012 – Pages 96 – 103
OMC 27 March 2014 – Pages 94 – 99
OMC 17 December 2015 – Pages 110 - 121

**ASSOCIATED
LEGISLATION:**

**ASSOCIATED
DOCUMENTS:**

**REVIEW
RESPONSIBILITY:** Manager Human Resources

DELEGATION:

Previous Policy Number 2.2.4

Objective:

To recognise the importance of Defence Reserve Service and provide appropriate benefits to reserve members who are employees of this organisation.

Definitions:

Nil

Policy:

It is recognised that Defence Reserve Service is of national importance as an economical method of providing defence forces in peace time, and can be a valuable addition to staff development within the organisation. Employees seeking Defence Reservist Leave under this Policy must provide certification that they have become reserve members of the Armed Services.

Guidelines

1. Leave Entitlement

Leave not exceeding two weeks in any one calendar year will be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to annual leave entitlements and must be taken in one continuing period.

The Chief Executive Officer has the right to decline leave if it falls within a critical time of year. (eg the end of financial year for accounting staff).

2. Payment for Defence Reservist Leave

- 2.1 The payment for Defence Reservist Leave will be the employee's normal weekly salary (calculated on the same basis as annual leave provisions) less the weekly service pay received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by this Council. To receive payment from Council, the employee must provide evidence of payment received from the Armed Services for the period claimed.
- 2.2 Superannuation contributions will be paid by Council on the amount paid to the employee referred to in clause 2.1. If no additional payments are made as per clause 2.1, then no Superannuation payments will be made.
- 2.3 Defence Reservist Leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.

3. Other Conditions

- 3.1 Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
- 3.2 Employees wishing to take Defence Reservist Leave are to provide notification as early as possible to their Supervisor, and have the leave approved by their Supervisor.