

Insert Employer Logo

(If applicable)

Insert Employer Name

Australian Defence Force Reserve Service Private Sector Leave Policy

[EMPLOYER] SUPPORT FOR AUSTRALIAN DEFENCE FORCE RESERVES

1. [Employer] 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 [Employer] that they are members of the ADF Reserves.
2. [Employer] 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 upon their Service, specialisation, experience and skills. Consequently, this may affect the frequency and duration of service they undertake and the amount of notice provided.

Responsibilities and actions for [Employer]

- Ensure that all relevant Managers and Supervisors familiarise themselves with the [Employer] ADF Reserve Service Leave Policy (this document) and where necessary, the provisions under the *Defence Reserve Service (Protection) Act 2001*.
 - Provide up to [Insert number of days as applicable: e.g. 14, 21 or 28 days etc.] ADF Reserve service leave on [Insert as applicable: full pay, half pay, leave without pay, or top-up pay to make up the difference between ADF and civilian pay]. Provide an additional 14 days [Insert as applicable: full pay, half pay, leave without pay, or top-up pay to make up the difference between ADF and civilian pay] for ADF Reserve service leave in the first year of Defence service to allow the employee to attend and meet common induction training requirements.
3. For all other periods of ADF Reserve service, an employee may elect to apply for:
 - leave without pay;
 - annual leave;
 - long service leave;
 - other accrued leave entitlement; or
 - a combination of the above to cover the required period of Defence service.

[Optional Insert] Following a 12 month qualifying period, part time and casual employees may be entitled to paid ADF Reserve service leave on a pro rata basis, determined on an individual basis. (Note: casual employees are paid a casual loading and do not normally have an entitlement to paid leave, this inclusion would be at the employers discretion.)

4. ADF Reserve service leave is based on a financial/calendar year and is in addition to any other accrued leave (e.g. Annual Leave, Long Service Leave etc). ADF Reserve service leave is not cumulative and can not be carried over to the following year.

5. With the exception of Continuous Full Time Service (CFTS), up to six weeks ADF Reserve service leave per year is treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc).

6. [Employer] may contact the nominated ADF Unit point of contact to discuss possible alternative dates when the absence of an employee may cause significant difficulties for the Employer's operational requirements.

7. [Employer] may be eligible to claim Employer Support Payments (ESP) as appropriate, using the ESP claim forms available from the Reserve website, <http://www.defence.gov.au/reserves>. ESP claim forms will be forwarded to the respective delegate for consideration as detailed on the Reserve website http://www.defencereserves.com/asp/ESP_Delegates.aspx

8. When additional information or assistance is required, [Employer] will contact the State Manager, Defence Reserves Support on 1800-803-485 or visit www.defence.gov.au/reserves.

Responsibilities and actions for eligible employees

- Read and familiarise themselves with the ADF Reserve Service Leave Policy set out in this document.
- Notify [Employer] of their ADF Reserve status and provide a copy of the Defence Reserve Support Employer Handbook when they initially become an employee, or if already employed by [Employer], when they become a member of the ADF Reserves.
- At the start of each working year, inform [Employer] of their anticipated ADF Reserve service commitment for the next 6-12months, even when specific dates are unknown. Once specific dates are available, employees should notify [Employer] at the earliest practicable opportunity.
- Provide [Employer] with written ADF notification of the training/activity to be undertaken and include this with the leave application.
- Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor. When an internal resolution is unsuccessful, the employee should utilise any internal [Employer] grievance or dispute resolution process. The employee should provide [Employer] with the details of an appropriate ADF Reserve Unit point of contact.
- If requested, advise and assist [Employer] to complete the necessary ADF ESP Scheme documentation. Forms are available from, <http://www.defence.gov.au/reserves>.

RELEVANT DOCUMENTS AND REFERENCES

9. The documents and reference used to compile and support these policy guidelines are:
- a. State & Federal Awards (Specify Award or delete as applicable)
 - b. Enterprise Bargaining Agreement (Specify Agreement or delete as applicable)
 - c. Defence Reserve Leave Policies and Guidelines at www.defence.gov.au/reserves
 - d. Defence Act 1903
 - e. Defence Reserve Service (Protection) Act 2001 www.comlaw.gov.au
 - f. ADF Employer Support Payment Scheme Guidelines (www.defence.gov.au/reserves)