

Example

Australian Defence Force Reserve Service Guidelines

Correct as at 20 Jun 06. For further information please contact the Defence Reserves Support Council on 1800-803-485 or visit www.defence.gov.au/reserves

AUSTRALIAN DEFENCE FORCE RESERVE SERVICE GUIDELINES

PURPOSE

1. [Company] is committed to supporting staff that are members of the Australian Defence Force (ADF). The ADF Reserve Service Operational Guidelines is designed to support these staff whilst engaged on compulsory leave for ADF Reserve commitments to the benefit of individuals, their families, teams and the organisation.

SCOPE

2. The scope of these Guidelines covers all employees of [Company] who have formally advised the Company that they are an enlisted member of the ADF Reserves.

BUSINESS RATIONALE

3. The ADF Reserve Service Guidelines provides an avenue through which [Company] offers recognition to those staff engaged in ADF Reserve training through special leave conditions.

Benefits for the Organisation

4. Benefits specific to these Guidelines are as follows:
- a. [Company] recognises that ADF Reserve service is of National importance.
 - b. [Company] recognises that ADF Reserve training and experience provides valuable personal development for the employee, which has a flow on benefit to the organisation.
 - c. Modelling best practice to other organisations and enhancing image as a preferred employer.
 - d. Improved employee morale, commitment, retention, motivation and efficiency.
 - e. Additional demonstration of the [Company]'s organisational commitment to promoting a balanced approach between work, external interests and life.
 - f. Increased opportunity to benefit from skills exchange and workforce diversity.
 - g. The ability to engage replacement staff funded through the ADF Employer Support Payment Scheme (ESPS).

Benefits for the Individual

5. Benefits specific to these Guidelines for the employee are as follows:
- a. These guidelines allow staff to participate in ADF Reserve service commitments without loss of pay for a specified period of time.
 - b. By participating in ADF Reserve training, staff are exposed to new skills and development opportunities.

- c. Their employment is protected whilst on approved ADF Reserve service leave.

RECOGNITION AS AN ADF RESERVIST

6. [Company] employees are requested to notify the HR area of their ADF Reservist status during the workplace orientation process, or for existing employees, when they have been accepted for enlistment into the ADF Reserve.

IDENTIFIED RESERVE SERVICE COMMITMENT

7. [Company] recognises that ADF Reserve Service involves a significant commitment of an employee's personal time.
8. Given the recent high level of Defence operations and the increasing reliance on the use of Reservists, the traditional expectation of, "*one night a week, one week-end a month two weeks a year*" is no longer the norm in many cases. The annual commitment of an individual Reservist will vary significantly depending upon their service, specialisation, experience and skill set. This can affect the frequency and duration of service they undertake and may potentially impact upon the amount of notice that they are able to provide.
9. Where an employee has identified their Reserve status their [manager/supervisor] should establish at the beginning of each year what their anticipated commitment will be over the subsequent six – twelve months. This will provide [Company] with as much advance notice as possible so that we can take steps to accommodate the expected absence. Even where specific dates are not yet known, Reservist employees are expected to forecast to the best of their ability, their likely Defence commitment.

GUIDING PRINCIPLES

10. Employees covered by these guidelines shall be allowed up to four (4) weeks ADF Reserve service leave in any one year for the purpose of undergoing continuous ADF service. (*this leave can be either paid leave, top up pay to make up the difference between military and civilian pay or Leave Without Pay*) ADF Reserve service leave allocation is based on a financial year. This leave is in addition to any annual leave entitlements, but is not accumulative and cannot be carried over to the following year. Extended periods of ADF Reserve service leave may be taken on leave without pay or an employee may elect to use Annual leave, LSL or any other entitlement that they have access to in order to cover the proposed period of absence. Supervisors/Managers should note that [Company] is **NOT** eligible to claim the Employer Support Payment from the Department of Defence during any period for which the employee is using leave other than ADF Reserve service leave or LWOP.
11. Employees who are in their first year of ADF Reserve service may be granted a further two (2) weeks ADF Reserve service leave to attend common induction training.
12. Part time and casual employees are entitled to leave without pay for the first 12 months of employment with the Company. After a 12 month qualifying period part time and casual employees will be entitled to paid ADF Reserve service leave on a pro rata basis. The structure of this will be determined on an individual basis dependant upon the hours worked and the entitlement to claim ADF ESPS.
13. Employees recognised as an ADF Reservist are responsible for advising workplace Supervisors of ADF Reserve service commitments as soon as identified even if specific dates are not yet known. [Company] also acknowledges that short notice commitments can occur and as such will be dealt with specifically on a case by case basis.

14. When the absence of an employee on ADF Reserve service is going to cause difficulties for [Company] operations, the workplace Manager/ Supervisor is to contact the HR Manager. The HR Manager is responsible for identifying [Company]'s position and then as necessary, contact the ADF to seek identification of possible alternatives for the ADF Reserve service. The provisions of the Defence Reserve (Protection) Act 2001, should be taken into account when negotiating alternate ADF Reserve service commitments.

15. Any monies from the ADF ESPS will be paid directly to the Branch budget to assist in resourcing the temporarily vacant position when the employee is away for more than two weeks in any financial year.

16. Approved ADF Reserve service leave for ordinary Reserve service will be treated as unbroken service when calculating annual leave, long service leave, and other entitlements. Any periods of Continuous Full Time Service (CFTS) undertaken by a Reservist will **NOT** count as service for the calculation of these entitlements.

17. Evidence in writing of attendance at ADF Reserve service is also required to be presented to the Branch Supervisor/ Manager at the completion of the approved leave period.

GUIDELINES / OPERATING PRACTICES

Actions for Eligible Employees

18. The eligible employee shall read the policy and discuss the planned or unplanned ADF Reserve service leave dates with their Supervisor/ Manager as soon as the commitment is known.

19. Employees with approved ADF Reserve service leave are to submit a copy of the ADF Reserve service notice with the signed leave application form (specifying "ADF Reserve service leave") to the Payroll Team.

20. The employee is responsible to monitor any deductions from their pay when normal pay arrangements could be effected by ADF Reserve service.

21. An employee engaged in the ADF Reserve service leave for more than two (2) weeks in any financial year, is to complete with the assistance of the Manager/ Supervisor an application form for the ADF ESPS. These forms are available from <http://www.defence.gov.au/reserves>. The completed form is to be forwarded to Payroll Team to finalise. Once the application form has been completed by [Company], the employee is responsible for its delivery to the ADF Unit ESPS delegate for internal processing within the ADF.

Actions for Manager/Supervisors

22. Managers / Supervisors need to read the ADF Reserve Service Operation Guidelines and establish that the applicant is able to take leave during that time, noting the total ADF Reserve service leave that has been taken that financial year.

23. Review the application and evidence for ADF Reserve service. Approve if within the Operational Guideline parameters. Any leave deemed in conflict with the Company operations should be referred to the HR Manager for confirmation.

24. Submit the signed leave form to the Payroll Team ensuring it is marked as "ADF Reserve service leave" with evidence attached, such as the ADF Reserve service notice.

25. To qualify for ADF ESPS, the applicant must serve a minimum of five days continuous service and have already qualified in the current financial year by serving two weeks, in a single block or blocks of five continuous days or longer. An ESPS Claim form is to be completed and attached to the leave application and forwarded to the Payroll Team.
26. Calculate any assistance from the ESPS which can be used to resource the vacant position (the Payroll Team can assist with this calculation).
27. Arrange backfilling of the temporarily vacant position if necessary.

RELEVANT DOCUMENTS / REFERENCES

28. The documents and reference used to compile these guidelines are:
 - a. State & Federal Awards
 - b. Enterprise Bargaining Agreement
 - c. Leave without Pay Policy
 - 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)

FURTHER ASSISTANCE

29. If you have any feedback or need further assistance in relation to this document, please contact the Payroll Officer or Account Manager.
30. For specific ADF Reserve service questions please contact the Defence Reserves Support Council on 1800-803-485 or visit www.defence.gov.au/reserves.