Australian Defence Forces Reserve Leave Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the provision for Australian Defence Force Reserves Leave for Academic, Teachers and Professional Staff at ACU.

Section 2 - Policy Statement

(2) 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.

Section 3 - Application of Policy

(3) This Policy applies to all continuing and fixed term staff of the University who are covered by the provisions of the ACU Staff Enterprise Agreement 2026-2029(the Agreement). Part-time or fractional staff will be entitled to the amount of paid leave available on a pro-rata basis relative to that staff member's fraction of employment.

Section 4 - Entitlement

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

a. deployment;
b. initial recruit and / or employment training;
c. annual exercises / camps;
d. specialist courses; and
e. general reserve service.

(5) In accordance with the Defence Reserve Service (Protection) Act 2001 (Cth), the University must not hinder or prevent a staff member from undertaking defence service and the training necessary to prepare them for service.

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

(7) Where a staff member requires additional leave for Australian Defence Force Reserves purposes, they may access a period of unpaid leave.

(8) Unpaid Australian Defence Force Reserves leave will not break continuity of service.

(9) If the staff member is rendering continuous, full-time defence service, unpaid Australian Defence Forces leave will not count towards the accrual of leave or other entitlements and will be treated as leave without pay in accordance with the University's Leave Without Pay Policy. If the staff member is rendering other Defence service that is not continuous and full-time, the period of defence service will count as University service for the accrual of leave and other entitlements.

(10) A staff member may elect to use their accrued annual leave or long service leave instead of, or in combination with, a period of unpaid Australian Defence Forces Leave.

Section 5 - Procedures

(11) At the start of each working year, a staff member should notify their nominated 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.

(12) Applications for paid Australian Defence Force Reserves leave as detailed in Section 5 of this Policy should be submitted for approval to the nominated supervisor via Staff Connect using the 'Community Service' leave type.

(13) Applications for unpaid Australian Defence Force Reserves leave as detailed in Section 5 of this Policy should be submitted as a General Enquiry in Service Central.

(14) Applications must include a completed E 380 – Tri-Service Notice of ADF Reserve Service form, available on the Australian Defence Force Employee Support webpage.

(15) The University may be eligible for a payment through the Employer Support Payment Scheme (ESPS) for employees who have:

a. taken paid or unpaid Australian Defence Force Reserves leave and not utilised their own leave entitlements;
b. completed Defence service of at least five consecutive days or in some instances, a rostered shift-cycle of at least four consecutive days; and/or
c. not undertaken duties for the University while on Defence services (except in an emergency or with prior written permission from the ADF Reserves).

(16) An application for the ESPS payment is made by the University when a staff member applies for paid or unpaid Australian Defence Force Reserves leave. Applications are submitted via the Australian Defence Force Employee Support webpage.

Section 6 - Policy Review

(17) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
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.

Date	Major, Minor or Editorial	Description
30 November 2023	Minor	Update Title Change as per ACU Staff Enterprise Agreement 2022-2025. Update Human Resources to People and Capability. Updated to reflect provisions of the Defence Reserve Service (Protection) Act 2001 (Cth).

(18) 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 People and Capability.

Section 7 - Further Assistance

(19) 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.

Section 8 - Associated Information

(20) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	15th February 2024
Review Date	30th November 2026
Approval Authority	Vice-Chancellor and President
Approval Date	15th February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability