



A Guide to Understanding Your Leave Entitlements

The department is committed to providing a positive work environment that supports flexible work to enable employees to balance their work and non-work commitments, where practical.

This guide lists some examples of reasons for absence from the workplace and the appropriate leave type that should be applied for in these circumstances. This list is *a guide only* and not intended to encompass every circumstance, please seek clarification from your line manager, your Human Resources Consultant or payroll@dmirs.wa.gov.au if needed.

Please note: that the leave balances examples below are based on the entitlements applicable to a full-time permanent employee.

Leave Type	Comments / Reason
Annual Leave	<p>Four weeks available each year.</p> <ul style="list-style-type: none"> • Shown as Annual Leave December Loading in Eski. • Forecast your leave balance to end of the year to show available total balance for the year e.g. 31-DEC-2018 in Enquiry Date field and click Calculate Balances. • Actual Balance is the balance of leave accumulated/accrued from previous years' entitlements. • Pro-rata Balance is the current year's entitlement and accumulates on a daily accrual. • Maximum accrual cannot exceed two entitlements (i.e. 8 weeks) plus the current year. • Ability to cash out a portion of accrued leave from previous years' entitlement, conditions apply and subject to appropriate approvals.
Annual Leave Loading	A loading of 17.5% on annual leave accrued each calendar year paid in a lump sum in the first pay period in December. (Capped at a maximum value equivalent to Level 8.1).
Bereavement Leave	Up to 2 days paid leave per death of a person the employee had a special relationship with. The 2 days need not be consecutive. Cannot be taken during any other period of leave.
Blood / Plasma Donors Leave	<p>Where you choose to donate or a donor is called upon by the Red Cross Blood Centre.</p> <ul style="list-style-type: none"> • Maximum 2 hours paid leave per donation at Red Cross Blood Centre. • Donation of Blood or Plasma. • Proof of attendance is required on return to work.
Christmas / New Year closure	Information will be provided to employees before 30 June should the Department decide to implement a mandatory closure of up to 5 working days.
Cultural / Ceremonial Leave	Time off for cultural / ceremonial purposes. Leave to be booked from available leave entitlements. Use annual leave, LSL (full days only), accrued TOIL or Leave Without Pay (LWOP).
Deferred Salary Leave	Ability to reduce income by 20% per year over 4 years and have paid leave in the fifth year at 80%.
Emergency Service Leave	<ul style="list-style-type: none"> • Paid leave for active volunteer members of State Emergency Service Units, St John Ambulance Brigade, Volunteer Fire and Rescue Service Brigades, Bush Fire Brigades, Volunteer Marine Rescue Services Groups or FESA Units. • Paid leave is for attendance at emergencies as declared by the recognised emergency organisation only. Not for attending training or meetings. • Certificate from emergency organisation certifying employee attendance for the specified period required as evidence when booking leave.
Examination Leave	Sufficient time off with pay will be provided to travel to and sit for the examinations of any approved course of study
Family Domestic Violence	Up to 10 days paid leave per year, and 2 days unpaid per year, available to assist employees needing support as a result of experiencing family and domestic violence. Further information provided by HR Consultant.
Grandparental Leave Unpaid	52 weeks of unpaid leave to assume the principal role for the care and attention of a grandchild
International Sporting Events Leave	<ul style="list-style-type: none"> • Chosen to represent Australia as a competitor or official at a sporting event. E.g. As participant at Olympics. • Department to confirm competition meets defined criteria and length of leave with the Department of Local Government, Sport and Cultural Industries before approval is provided to access this leave.

Leave Type	Comments / Reason
Jury/Witness Service	<ul style="list-style-type: none"> When called for Jury service or subpoenaed/called as a Witness, employees will be granted permission to attend for the period they are required. When service is not required the employee is to return to the office or obtain permission from their line manager to use other forms of leave (i.e. Annual, LSL, flexitime). At conclusion of service a statement of attendance is to be obtained by the employee from the courts as evidence and leave bookings entered in Eski as appropriate.
Long Service Leave (LSL)	<p>13 weeks on completion of 7 years' continuous service. LSL may be cleared in minimum periods of 1 day. Ability to take LSL on double pay, half pay and to cash out any period of accrued LSL (conditions apply).</p> <ul style="list-style-type: none"> In Eski the actual balance for LSL is what the employee is entitled to use, this is the balance as of the last accrual date. Actual balances are to be cleared within 2 years of falling due. In Eski the pro-rata balance for LSL is only available for those employees within 7 years of their superannuation preservation age. Please speak with your payroll officer before accessing pro-rata LSL. <p>Pro rata LSL may be taken (conditions apply) when:</p> <ul style="list-style-type: none"> taking leave immediately before retirement within seven years of your preservation age under WA Government superannuation arrangements you may choose early access to your long service leave at the rate of 9.28 days per completed twelve month period of continuous service after you reach your preservation age.
Parental Leave (Maternity, Adoption, Other Parent)	<p>Maternity – where a biological parent is pregnant, gives birth and assumes the role of primary care giver; Adoption – where a parent legally adopts a child or children and assumes the role of primary care giver; Other Parent – where another parent who is not the birth parent takes on the role of primary care giver.</p> <ul style="list-style-type: none"> 52 weeks unpaid leave – 8 week notice period applies. Paid leave of 14 weeks per birth or adoption – may be taken at half pay. Conditions apply. Option for extension of leave by up to 2 years of leave without pay, subject to your manager's approval.
Partner Leave	<p>An Employee who is not taking maternity leave, adoption leave or other parent leave is entitled to one week's partner leave on:</p> <ul style="list-style-type: none"> birth of a child to the Employee's Partner; or adoption of a child who is not the child or the stepchild of the Employee and/or the Employee's Partner <p>Use personal leave (conditions apply), annual leave, LSL, accrued TOIL, accrued flex or banked hours or unpaid partner leave.</p> <p>An employee may request additional unpaid partner leave up to a total maximum of 8 weeks partner leave, including the initial one week entitlement. Unpaid partner leave may be substituted with annual leave, LSL, accrued TOIL, accrued flex or banked hours</p>
Personal Leave (Carer's leave, Sick Leave, Planned and Unplanned)	<p>13 days cumulative and 2 days non-cumulative per year - to be used for sick, carer's, unplanned and planned absences. Accrual of leave is on your public service anniversary date.</p> <p>An application exceeding 2 consecutive working days must be supported by evidence that would satisfy a reasonable person. For absences of 2 days or less where the employer has good reason to believe that the absence may not be reasonable or legitimate, the employer may request evidence to be provided.</p> <p>Personal Leave is not to be used for the following (sample) reasons. Employees are to utilise Flexitime, Annual, TOIL, LSL or LWOP.</p> <ul style="list-style-type: none"> Look after sick pet Take grandparent shopping Supervise trades/contractors at home Vehicle servicing Drop someone off or, pick up at the airport Attend school events <p>Acceptable reasons for the various personal leave are detailed in the subsequent individual type details.</p>
Personal Leave - Sick	<ul style="list-style-type: none"> Physiotherapy for self Visit the dentist Sick with the 'flu' Operation or medical procedures
Personal Leave - Carers	<p>Employees are entitled to carer's leave when they provide care or support for a member of their family or household who is ill or injured, or affected by an unexpected emergency. Members of an employee's family are not restricted to those who reside with the employee and could include a parent, grandparent, adult child or sibling.</p> <ul style="list-style-type: none"> Usual child carer (spouse/partner) is in hospital and there is a requirement for the other spouse/partner (employee) to care for child/children. Look after child confined by GP at home with measles. Nurse sick partner as primary care giver. Support a member of the employee's family or household who requires care or support because of an illness or injury to the family member. Unexpected emergency affecting the family/household member.

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Personal Leave - Planned	<ul style="list-style-type: none"> • Take parent to doctor's appointment. • Attend a funeral of a person not covered by Bereavement Leave provisions. • Regional employee – travel to bank appointment in closest town. • Attend specialist appointment for self (note this may also be Personal Leave - Sick).
Personal Leave - Unplanned	<ul style="list-style-type: none"> • Arrange urgent repairs for storm damage. • Home robbery. • Car break down. • Care for immediate family/parent/grandparent/adult child or sibling due to urgent circumstances which arise immediately prior to absence (not for ongoing or reoccurring circumstances).
Public Service Holidays in Lieu (New Year / Easter)	<p>Two days in lieu of Public Service holidays per year (New Year and Easter). Days only available to use from the day they occur to 31 December of the current year.</p> <p>Eligibility for the days are –</p> <ul style="list-style-type: none"> • Full-time employees or Part-time employee rostered to work the day/s • Not accumulated if they fall during periods of LSL or LWOP • To be booked as a full day (no part day bookings) • The days must be cleared in the calendar year in which they occur. • They cannot be carried over to following year, and will be forfeited if not taken.
Purchased Leave	<p>Ability to purchase up to 10 weeks additional leave per calendar year, also known as 42/52 Leave. Depending on the number of weeks purchased your salary will be reduced by the equivalent percentage per fortnight.</p> <p>Where you have entered into a purchased leave arrangement, you will receive a daily accrual, depending on how many weeks have been purchased. The employee is able to use the purchased leave at any time during the year, and it must be used by 31 December of that year. If a balance remains after this date, payroll will pay back the equivalent balance to the employee by the second pay in February of the following year.</p> <p>Higher duties allowance is not paid when you are absent on purchased leave.</p>
Study Leave	Where a study leave agreement is in place an employee can book up to 5 hours per week to attend classes/lectures.
Time Off in Lieu (TOIL)	Only accumulated where the employee has requested that time worked as Overtime be taken as time off instead of being paid. TOIL should be cleared within 2 months of it being accrued or as agreed with your line manager.

Additional Leave Types for Regional Officers

Leave Type	Comments / Reason
Annual Leave North-West	An employee whose headquarters are located north of 26° south latitude is entitled to an additional maximum of 37.5 hours annual leave per annum. This leave is accrued on a daily basis from commencement in the region. The leave will continue to accrue each year.
Annual Leave – Travel Concession (ALTC)	<p>Employees that qualify for annual leave travel concession (conditions apply) may be granted once per annum travel time. Number of days is dependent on the mode of travel:</p> <ul style="list-style-type: none"> • Air – 1 day each way. • Road – 2 days each way. If above 20° south latitude 2½ days. • Air and Road – 2 days each way. If above 20° south latitude 2½ days. <p>Only available for use with annual leave or annual leave north-west. The ALTC cannot be accessed where the employee is taking other types of leave e.g. long service leave or purchased leave.</p>
Personal Leave – Travel Concession	In conjunction with paid personal leave, employees can access up to a maximum of 37.5 hours per annum as paid travel time to attend a medical facility located 240kms or more from their workplace.
Bereavement Leave – Travel Concession	In conjunction with Bereavement leave where as a result of the bereavement the employee travels to a destination in excess of 240kms from their workplace. Employee may be granted travel time up to a maximum of 15 hours per bereavement.

References: [Public Service and Government Officers CSA General Agreement 2017](#)
[Public Services Award 1992](#)
DMIRS Flexible Work Policy

For further information, please contact the Employee Benefits and HR Systems team within the Human Resources Branch or email payroll@dmirs.wa.gov.au

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