



Conditions of Employment

**Public Service & Government Officers General Agreement
2011**

Balancing Work and Life

DMP supports 'family friendly' initiatives that enable employees to have access to work practices which gives them greater flexibility in how they work in order to balance the demands of their work and family responsibilities.

Annual Leave	4 weeks each year with the ability to cash out portion of accrued leave (previous year) entitlement (conditions apply)
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. (Subject to capping)
Bereavement Leave	Up to 2 days paid leave per death of a person the employee had a special relationship with.
Blood/ Plasma Donors Leave, Study Leave, Emergency Services Leave	Leave available (conditions apply).
Deferred Salary Leave	Ability to reduce income by 20% per year over 4 years and have paid leave in the fifth year at 80%.
Cultural / Ceremonial Leave	Time off for cultural / ceremonial purposes.
Purchased Leave	Ability to purchase up to 10 weeks additional leave per calendar year, also known as 42/52 Leave.
Higher Duties Allowance	Payable after 37.5 hours worked at a higher level.
Hours of Work	37.5 hours per week with flexible working arrangements available in most areas by agreement.
Long Service Leave	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).
Parental Leave (Maternity, Adoption, Other Parent)	Paid leave of 14 weeks per birth or adoption. Subject to your manager's approval, you can apply for an extension of parental leave without pay by up to 2 years, approved on a year-by-year basis.
Pay Increases	4% increase effective from 13 April 2012 with a further 4.25% payable from 12 April 2013.
Personal Leave (Carers leave, Sick Leave)	Comprising 13 days cumulative and 2 days non cumulative - to be used for sick, carer's, unplanned and planned absences, (* see attached leave types summary).
Public Service Holidays in Lieu	2 days in lieu of Public Service holidays per year.
Salary Packaging	Access to salary packaging arrangements.
Part-time Work	Part-time work is regular ongoing employment at less than the standard full-time hours, the minimum daily hours worked by a part-time employee should not be less than 3.75 hours.

* Examples of absences and the appropriate leave category are provided on the next page.

For full details of the Public Service and Government Officers General Agreement 2011 and Public Service Award 1992 refer to the DMP intranet, Employee's toolbox, Pay and Conditions of Employment section. For further information please contact the Employee Benefits Team within the Human Resources Branch.