

Important reminders for Ready Reserves



Self-care

Remember to look after yourself and don't take any risks. Tell someone if you are not coping, are having difficulty with the work, or are feeling unwell or exhausted. There's help available so you can work at your best.



10 hour break

Once deployed, you **MUST** have a 10 hour break between when you finish work one day and when you commence the following day.

Your timesheet will be rejected if a 10 hour break is not shown.



Fatigue leave

Fatigue Leave **MUST** be taken immediately on your return from Community Recovery work before you return to normal duties, or before you are deployed again.



Allowances and travel claims

Allowances and travel claims **MUST** be submitted at the end of your deployment– **NOT** at the end of the event or season.



Know your contact

Each department or agency has a dedicated Agency Key Contact. They are your first point of contact if you have any questions about timesheets, leave, training or travel.



Home agency timesheet preparation

You still need to prepare and submit a timesheet for your home agency indicating that you were doing Community Recovery work, while you are activated for this work.

You also need to submit an ESS leave application if you take any leave, including sick leave while activated for Community Recovery work.

You will need to record any leave on your home agency timesheet and your Community Recovery timesheet.



Timesheets

Remember, you **MUST** complete your timesheet daily and your Team Leaders must sign it daily.

Timesheets **MUST** be submitted weekly to ensure prompt payment.

