



# MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

**DIRECTIVE No. 8/99**  
July 1999

- 1. TITLE:** **Leave Credited as Service**
- 2. PURPOSE:** To prescribe the entitlements for leave without pay being credited as service for leave and salary purposes.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to:
- public service officers; and
  - temporary employees engaged under sections 112(2)(a) and 113(2)(a) of the *Public Service Act 1996*; and
  - employees of the Department of Health in District Health Services.
- This directive does not apply to employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 1999**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Section 23 of the *Public Service Management and Employment Regulation 1988* Determination No. 5  
Administrative Instructions No. 1 | 55, 1 | 60

**SCHEDULE**

**LEAVE CREDITED AS SERVICE**

<b>GENERAL CONDITIONS</b>				
<b>Entitlement</b>		Public service officers or temporary employees engaged under section 113(2)(a) of the <i>Public Service Act 1996</i> and general employees engaged under section 112(2)(a) of the <i>Public Service Act 1996</i> shall have leave without salary credited for service for leave and salary purposes as provided in this schedule.		
<b>LEAVE CREDITED AS SERVICE</b>				
<b>Type of leave without salary</b>	<b>Period of leave recognised for:</b>			
	<b>Recreation leave</b>	<b>Sick leave</b>	<b>Long service leave</b>	<b>Salary increments</b>
Sick leave	The first 3 months of any continuous period.	The first 3 months of any continuous period.	The first 3 months of any continuous period.	The first 3 months of any continuous period.
Parental leave	The first 3 months of any continuous period.	* Any continuous period not exceeding 9 working days.	* Any continuous period not exceeding 9 working days.	* Any continuous period not exceeding 1 month.
Special leave	The first 3 months of any continuous Period.	*Any continuous period not exceeding 9 working days.	* Any continuous period not exceeding 9 working days.	* Any continuous period not exceeding 1 month.
Special leave to undertake service overseas with the Australian Volunteers Abroad	The first 3 months of any continuous period.	Any period	Any period	* Any continuous period not exceeding 1 month.
Study leave; residential school; attendance leave; and SARAS leave	The first 3 months of any continuous period.	* Any continuous period not exceeding 9 working days.	Any period provided that the course of study is successfully completed.  For cash equivalent purposes successful periods of study shall only be recognised in the case of retirement pursuant to sections 85 and 86 of the <i>Public Service Act 1996</i> , retrenchment pursuant to section 81 of the <i>Public Service Act 1996</i> or in the case of death.	* Any continuous period not exceeding 1 month.  OR  Any period where a Staff Scholarship, equal to part or full salary is granted.
Special leave to claim Workers' Compensation	The first 3 months of any continuous period.	The first 3 months of any continuous period.	Any period.	The first 3 months of any continuous period.

**LEAVE CREDITED AS SERVICE**

Type of leave without salary	Period of leave recognised for:			
	Recreation leave	Sick leave	Long service leave	Salary increments
Service with the Reserve Force, i.e. the Australian Naval Reserve, the Australian Army Reserve or the Australian Air Force Reserve.	The first 3 months of any continuous period.	N/A	Any period.	N/A

\* Where the total period of continuous leave exceeds the specified period, the total period of leave shall not be credited for service.

SUPERSEDED