

Department of Defence ADF Leave Application Instructions for use

(This form is not to be used for Long Service Leave. Use Form AD 493 - ADF Long Service Leave Application instead)

[PACMAN Chapter 5, Part 1](#) refers

Note: The following instructions are intended to assist applicants, recommending and approving officers in completing the ADF leave application.

Users are to ensure that a separate form is submitted if the approving authority differs, ie a separate application is required for LWOP, short absence from duty exceeding three days and for additional compassionate leave.

Part A - Member's details

The following details should be entered in this section:

- PMKeyS number
- Service number (if applicable)
- Rank
- Family name
- Initials
- Unit or section
- Work phone number
- Course code and session number
- Categorisation
- Living in accommodation requirements while on leave
- Meal payment

Part B - Address on leave

Leave address and contact phone number are mandatory. If a contact phone number cannot be provided, record 'No Phone'. Form AD 626 - Find Our People Program - Notification of Personal or Business Itinerary Details, containing dates, addresses and telephone contact details, is to be submitted if the 'Itinerary' box is ticked.

Part C - Leave details

Absence type, select from:

Code	Absence type
FAN	Recreation or War Service Leave
FCC	Compassionate Leave
FCR	Carers Leave
FCV	Absence for Convalescence
FML (HP)	Maternity Leave (Half Pay)
FML (FP)	Maternity Leave (Full Pay)
FMU (UP)	Maternity Leave (Unpaid)
FNP	Leave Without Pay
FPE	Pre-Embarkation Leave
FPL (FP)	Parental Leave (Full Pay)
FPU (UP)	Parental Leave (Unpaid)
FSK	Absence Due to Illness
FSL	Short Leave
FSR	Short Leave (Removal)
FTP	Forces Travel on Posting
FTR	Trainee Leave
FTV	Travelling Leave (BRL and Compassionate)
FXM	Examination Leave
LSL	Use Form AD 493

A separate application is required for LWOP, short absence from duty exceeding three consecutive days, or for a grant of additional compassionate leave.

Current balance: Ships offices, Orderly rooms and leave processing centres may record the members balance (days) for the absence type requested.

Start date: This is the first day of leave immediately following your last working day, eg if the last working day is Fri 1 Jul, then the commencement date would be Sat 2 Jul. PMKeyS will automatically account for weekends and gazetted public holidays.

Return date: This is the first working day back at work, eg if the last day of leave in Sun 3 Aug, then the return date on Mon 4 Aug.

Public holidays: Any local public holidays not gazetted eg Show days and public holidays for ADF members serving overseas should be recorded on the form.

Duration: The applicant may record the duration of the absence, excluding weekends and public holidays (Optional). Duration (Hours) is only to be recorded by members on PTLWOP; see PTLWOP.

PTLWOP: For ADF members on an approved period of PTLWOP, the actual leave duration requested is to be recorded on the form ie the days and/or hours that would have been worked if the member were not on leave for the period requested. For periods less than one day, duration is to be recorded on the basis of an eight hour working day.

Part D - Other leave details

For an amendment to a previous application, indicate 'Yes' and record the period of the previous application.

For members taking leave during a period of PTLWOP, indicate 'Yes' and specify the approved number of days work each fortnight, in the range of one to nine days.

If travel at Commonwealth expense is requested, indicate 'Yes' and the requested mode of travel.

Discharge information: If you are separating from the ADF, insert the name of the ship or unit at which you will complete your separation administration, the date on which you will join that ship or unit and the authority to commence separation administration.

Posting information: If proceeding on posting insert the name of the ship or unit you are joining, the effective date of posting and post authority.

Part E - Recommending officer

PTLWOP may be utilised through an established period of time in which either a set number of whole or part days can be worked in any one fortnightly pay period; [DI\(G\) PERS 49-3](#), Paragraph 13 refers. Recommending officers are required to record the number of days and/or hours that would have been worked were the applicant present for duty during the leave period requested. Calculation is based on an eight hour day, eg a member who applied for three days leave when he or she would normally be present for duty for two and a half days is recorded on the form as (duration) two days, four hours.

Part F - Approving authority

The leave approving authority is responsible to ensure that the member is notified as soon as practicable of his or her decision and that the original application, approved or not, is forwarded directly and without delay to the organisation responsible for processing leave, eg Ship's Office, Orderly Room, Military Personnel Administration Centre (MPAC) or Customer Support Centre (CSC). The original application is **not** to be returned to the applicant.

Part G - Administrative use only

Clerical staff are to initial and date each field as applicable.

Important information regarding Leave Without Pay (LWOP)

The following ADF conditions of service may be affected by a period of LWOP:

- **Recreation leave**
A member does not accrue a credit for leave on any day when they render non-effective service.
- **Long Service Leave**
Ceases to accrue except where LWOP does not exceed three months.
- **Salary increments**
Cease to accrue.
- **Seniority for promotion**
A period of LWOP may affect seniority.
- **Medical and Dental treatment**
Treatment is provided, but if you undergo full-time treatment or convalescence you remain on LWOP.
- **Defence Force Retirement and Death Benefits Scheme (DFRDB)**
Contributions cease after 21 days on LWOP.
- **Military Superannuation Benefits Scheme (MSBS)**
Contributions cease, but a member may elect to contribute where LWOP is:
 - Taken for maternity purposes;
 - Taken to accompany a serving spouse on posting; or
 - Is considered to be in the interests of the ADF.
 You should seek advice from COMSUPER by telephoning 13 23 66.
- **MSBS Retention Benefit**
If contributions cease, the 15 year qualification period recommences when you return to duty.
- **Compensation cover**
Ceases.
- **Return of Service Obligation (ROSO)**
Seek advice from your career manager.
- **Rent**
Rent assistance is not available, and for Service residences market rent applies during LWOP unless the LWOP is associated with Maternity Leave or parenting.

STAFF-IN-CONFIDENCE (After first entry)

Department of Defence

ADF Leave Application

Part A - Member's details *(Do not use for long service leave. Use Form AD 493 instead)*

Employee ID	Service number (if applicable)	Rank	Family name	Initials
Unit or section		Work phone number	Course code and session number (if applicable)	
Categorisation MWOD <input type="checkbox"/> MWD <input type="checkbox"/> MWD(U) <input type="checkbox"/>	Are you a shiftworker? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you pay for living in accommodation do you wish to retain it? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to cease discounted fortnightly meal charge for any period of leave? Yes <input type="checkbox"/> → Once approved, a copy of this form is to be forwarded to your pay section.	

Part B - Address on leave *(Leave address and contact phone number are mandatory and are to be completed before printing or saving this form.)*

Home address <input type="checkbox"/> Nominated family <input type="checkbox"/> Other <input type="checkbox"/> Itinerary <input type="checkbox"/> Address (Include state and post code) _____ _____ Contact phone number while on leave	For overseas travel In accordance with Defence Security Manual (DSM) , Part 6 Personnel Security (page 81), members are to notify their Unit Security Officer (USO) of all private travel outside Australia by submitting form AB 644 - Notification of Proposed Overseas Travel prior to travel. Form AB 644 submitted <input type="checkbox"/> I acknowledge that I am required to seek separate approval, in accordance with DI(G) PERS 25-2, to engage in outside employment and other voluntary activities during periods of leave.
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Part C - Leave details

Absence type	Current balance	Start date <i>(First day of leave)</i>	Return date <i>(First working day)</i>	Public holiday date(s)	Duration <i>(Excluding weekends and public holidays) (Duration hours for PTLWOP only)</i>	
		Date	Date		Days	Hours
		Date	Date		Days	Hours
		Date	Date		Days	Hours
Reason						

Part D - Other leave details

Is this an amended leave application? Yes <input type="checkbox"/> → Original dates <input type="text"/> Are you on part-time LWOP? Yes <input type="checkbox"/> working <input type="text"/> days per fortnight. Is payment of salary in advance requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is free travel requested? Yes <input type="checkbox"/> No <input type="checkbox"/> Mode: Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Own means <input type="checkbox"/> Attach form PY 082 - Travel Requisition/Order.	Are you proceeding on posting? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you proceeding on discharge? Yes <input type="checkbox"/> No <input type="checkbox"/> Unit <input type="text"/> Effective date <input type="text"/> Authority <input type="text"/>
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Signature	Telephone number	Mobile telephone number	Date
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Part E - Recommending officer

Leave recommended? Yes <input type="checkbox"/> No <input type="checkbox"/> → If 'No', state reason <input type="text"/> For members on PTLWOP, I certify that the total number of days and/or hours this member will be absent from duty is: Days <input type="text"/> Hours <input type="text"/> <i>(For part days, one day equivalent is 8 hrs)</i>
Signature <input type="text"/> Printed name <input type="text"/> Employee ID <input type="text"/> Rank <input type="text"/> Appointment <input type="text"/> Date <input type="text"/>

Part F - Approving authority *(Completion of Part F is mandatory)*

Leave approved? Yes <input type="checkbox"/> No <input type="checkbox"/> → If 'No', state reason <input type="text"/> The leave approving authority is to advise the member of the decision and forward the completed leave application, whether approved or not approved, directly to the Unit Orderly Room, Military Personnel Administration Centre or Ship's Office, responsible for the member's leave administration, without delay. The original application is not to be returned to the member.
Signature <input type="text"/> Printed name <input type="text"/> Employee ID <input type="text"/> Rank <input type="text"/> Appointment <input type="text"/> Date <input type="text"/>

Part G - Administrative use only *(Clerical staff to initial and date)*

Leave recorded	Travel action	Pay action	Duty roster coordinator	Unit Security Officer	Action complete
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