



**Australian Government**  
**Department of Defence**

# DEFENCE INSTRUCTIONS (GENERAL)

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Department of Defence  
CANBERRA ACT 2600

30 November 2006

Issued with the authority of the Chief of the Defence Force and the Secretary of the Department of Defence pursuant to section 9A of the *Defence Act 1903* for members of the Australian Defence Force.

Issued with the authority of the Secretary pursuant to section 20 of the *Public Service Act 1999* for Department of Defence Australian Public Service employees.

R.C. SMITH  
Secretary

A.G. HOUSTON  
Air Chief Marshal  
Chief of the Defence Force

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## LIST B—ISSUE NO ADMIN B/10/2006

### Amendment

ADMIN 60–2      *Defence leave administration—policy and management*  
AMDT NO 2

### Single Service filing instructions

This instruction should be filed as:

1. NAVY ADMIN 1–10
2. ARMY ADMIN 31–1
3. AIR FORCE ADMIN 9–36

### Cancellation

DI(G) ADMIN 60–2 (AL1) is to be amended as follows:

- a. Page amendments:
  - (1) Replace annex A ISSUE NO B/2/2006 (AL1) of 25 MAY 2006 with attached page annex A (AL2).



## DEFENCE LEAVE ADMINISTRATION—POLICY AND MANAGEMENT

### INTRODUCTION

1. All permanent members of the Australian Defence Force (ADF), Reservists on continuous full-time service and employees of the Australian Public Service (APS) (hereafter collectively referred to as members/employees) are entitled to various types of leave.
2. Effective administration of leave is essential to ensure that personnel receive the entitlements which they are due and to enable Defence to produce accurate financial statements. It is important for all managers to ensure that sound policies, procedures and controls are in place to enable effective administration and reporting of leave.

### AIM

3. The aim of this Instruction is to provide direction on the administration of leave within Defence which impacts on the financial statements (ie annual, war service, long service, additional and extra recreation, and purchased leave), and for the establishment of relevant leave management controls. The instruction applies to members/employees, employed in Defence and the Defence Materiel Organisation.

### LEAVE POLICY

4. Head Defence Personnel Executive (HDPE) is accountable to the Secretary and the Chief of the Defence Force (CDF) for the development and implementation of policies relating to salaries, allowances and conditions of employment, including eligibility and entitlements for all leave types for members/employees. The Director-General Personnel Policy and Employment Conditions (DGPPEC) performs this role for HDPE.
5. Leave rules are detailed in the *ADF Pay and Conditions Manual (PACMAN)* for ADF members, and the *Defence Workplace Relations Manual (DWRM)* and the *Defence Employees Certified Agreement 2004-2006 (DECA)* for APS employees. These documents can be accessed via the **Australian Department of Defence Pay and Conditions web site** (see <http://intranet.defence.gov.au/pac>). For the Senior Executive Service and some Executive Level employees, this information is detailed in their Australian Workplace Agreements.

### DEFENCE LEAVE—INFORMATION MANAGEMENT

6. Personnel Management Key Solution (PMKeyS) is the statutory database for recording and storing corporate Human Resource data, including leave. PMKeyS holds personnel and organisational data on all members/employees and is used to process the APS payroll. The ADF payroll is currently transacted on ADFPAY, but will be managed in PMKeyS in the future. Leave for all members/employees is transacted and recorded in PMKeyS. PMKeyS Self Service (PSS) enables the electronic (paperless) processing of applications for annual, personal and carers leave for APS employees and annual leave, short absences from duty, trainee and travelling leave for ADF members. PMKeyS complies with the relevant Information Privacy Principles governing the collection, storage, use and disclosure of personal information, as stated in s14 of the Privacy Act.

### EMPLOYEE LEAVE FILES

7. In order to effectively support the audit and verification of leave accounts in PMKeyS, it is important to store source documents that underpin manual leave transactions in a manner which enables efficient access and retrieval of those records over time. For this reason, all members/employees are to have dedicated leave files.

8. Leave files are to be created when a member/employee joins or rejoins Defence by the initial administering unit, Military Personnel Administration Centre (MPAC) or Civilian Personnel Administration Centre (CPAC). Separate files for long service leave for ADF members are created and maintained by the Directorate of Entitlements (DE).

9. Leave file titles need to be in accordance with Defence file titling policy (*Defence Records Management Policy Manual* (POLMAN 3), edition 3, paragraphs 6.79–6.94) and disposal authority categories (refer [paragraph 26.](#)). Leave files are to hold all documentation relevant to accrued leave or leave taken for members/employees. Where documentation supporting a leave accrual or period of leave taken cannot be lodged on the member's/employee's leave file, reference to the documentation and its location is to be recorded against the relevant leave-related transaction in PMKeyS.

10. For ADF members, leave files are to be held by the member's administering unit, MPAC or, for long service leave, DE. For APS employees, leave files are to be held by the employee's administering CPAC. Posting, permanent transfer, retirement or termination of members/employees may result in the transfer of leave files between administrative units, MPACs and CPACs, or sentencing of leave files for archiving. Instances when this is to occur are detailed in [paragraphs 26.–30.](#)

## LEAVE PROCESSING

11. The accruing and taking of all leave which impacts on the financial statements (refer [paragraph 3.](#)) is to be processed on PMKeyS.

### Leave accruals

12. Leave accrual rates are specified in the PACMAN and DECA. Annual and long service leave is accrued through automated PMKeyS processes. Most additional recreation (seagoing and flying) and remote locality leave is also accrued in this manner. In addition, the PMKeyS Operation and Activity Logs must be used by leave transactors to manually initiate entitlements to war service, additional and extra recreation, and remote locality leave for members. For employees, leave transactors must manually initiate entitlements to additional purchased annual leave using the PMKeyS Additional Leave Purchase panel. Regarding leave accrual processing in PMKeyS:

- a. Director-General Personnel Systems (DGPS) is to ensure the accuracy of PMKeyS system processes that calculate fortnightly and monthly leave accruals, and leave accrual entitlements associated with Operation and Activity Log entries.
- b. Leave transactors are to ensure that data entered into the Operation and Activity Logs (that impacts on a member's eligibility to additional, remote locality, war service or extra recreation leave) is recorded before the end of the leave year for which the entitlement has been awarded.

13. Documents used to initiate or support leave accruals (particularly those awarded through an Operation or Activity Log entry) must be retained on member's/employee's leave files for audit and verification purposes. If this is not possible, reference to the document and its whereabouts is to be made against the Operation or Activity Log entry in PMKeyS.

### Applying for leave

14. **Using PSS—ADF.** ADF members should use PSS to apply for annual leave wherever this facility is available. When applying for leave using PSS, ADF members can over-ride the leave approving officer if it is incorrect with the Employee ID of the correct approving officer. Members are to report instances of incorrect chains of command for leave approvals to their unit administrative staff who will liaise with Service Establishments staff regarding corrective action.

15. **Using PSS—APS.** Use of PSS for APS employees is mandatory, unless employees:

- a. do not have access to the Defence Restricted Network;
- b. are on long term absence from duty and submitting an application from home;
- c. are on long term posting overseas or located in remote or isolated areas without DRN access;

- d. under Fitness for Duty management on graduated return to work have been specifically instructed to submit paper applications by their pay-centre; or
- e. a leave application requires amendment and the application is no longer available under the Modify Leave Menu item (as payroll processing of the leave application has taken place) for the employee to modify it themselves.

16. If employees cannot submit an application because the correct recommending or approving officer is not listed on PSS, regional or Group human resource administration staff are to be advised and corrective action initiated. Functionality in PMKeyS to enable a supervisor to correct 'reports to' data will be implemented in June 2006.

17. To ensure that members/employees can use PSS, where it is available, all Defence managers, commanders and supervisors, in exercising their delegated authority, must promptly action and report staff movements and changes to their PMKeyS organisational structure. This includes the creation, abolition and transfer of positions, promotions and Additional Responsibility Pay approvals. Staff movements impacting on the 'reports to' structure of positions are critical to the timely approval and processing of leave applications.

18. Instructions on how to use PSS can be accessed via the PSS web site (see <http://defweb.cbr.defence.gov.au/pmkeys>), which has a logon page with a Privacy Statement alerting members/employees to their responsibilities under the *Privacy Act 1988* in relation to protection of personal data and its use and disclosure in compliance with Information Privacy Principles 10 and 11. Members/employees and their supervisors have a responsibility for ensuring that applications for leave using PSS are submitted and approved before the period of leave commences.

19. **Using leave application forms.** In the absence of PSS, requests for taking leave need to be initiated by completing a leave application form, which must be signed, approved and forwarded to an appropriate administrative unit, MPAC or CPAC. ADF applications for long service leave (LSL) must be forwarded to DE for approval and processing. Applications for the re-credit of leave are to be similarly managed by making formal application for re-credit. Documentation used to support the approval of a period of leave (eg an approved leave application form) is to be placed on the member's/employee's leave file and retained in accordance with paragraphs 26.-30. below. Leave applications and the ADF application for re-credit of leave can be found via the Web Forms System web site (see <http://pubsdb.cbr-dps.defence.gov.au/wfs/search.asp>).

### Approving leave

20. Delegates for the approval of leave have the following responsibilities:

Activity	PSS Transactions	Paper Based Transactions
Completion of Application	PSS template to be completed correctly before approval.	Leave application is correctly completed before recommendation and approval.
Checking for Leave Credit	Check that applicant has sufficient leave credit or will accrue sufficient leave credit before the end of the proposed leave period.	Check that the applicant has sufficient leave credit or will accrue sufficient leave credit before the end of the proposed leave period.
Checking for Leave Type	The leave type sought must be appropriate for the circumstances and accord with extant ADF and APS leave policies.	
Action if leave is not approved	In completing the PSS template, delegates must provide reasons if leave is not approved.	Delegates must advise members/employees as soon as this decision is made and write reasons for not approving leave on the leave application form.
Submission of Leave Application	'Approval button' on PSS Manager's Form will submit application for processing.	Delegates are responsible for forwarding completed leave forms to the appropriate administrative unit, MPAC, CPAC or DE.
Monitoring the taking of leave	Supervisors must ensure that the amount of leave taken is what was formally agreed.	

21. Members/employees, in discussion with their supervisors, are to plan, obtain delegate approval and take leave to which they are entitled in accordance with any official policies or directives in force at the time. Members/employees are to ensure that their leave is approved before proceeding on leave except in the case of unscheduled short-term absences, where submission of an application and approval is to be sought immediately on return from leave. In accordance with DECA provisions, APS employees are also required to provide details of forecast leave plans when negotiating their employee performance agreement to facilitate the systematic planning of leave, both for the work area and the individual.

### **Recording and processing of leave in Personnel Management Key Solutions**

22. All leave that impacts on the financial statements is to be recorded in PMKeyS. Leave applied for and approved using PSS will generate a leave transaction in PMKeyS. Leave transactors in administrative units, MPACs, CPACs and DE are responsible for promptly recording details of leave processed by hard copy leave applications, in PMKeyS and are to:

- a. record leave in accordance with the business processes promulgated in the PMKeyS Online Library (see <http://intranet.defence.gov.au/pmkoll>);
- b. confirm entitlement to leave and sufficient leave balance;
- c. process applications for leave without delay in the leave year in which the leave occurred when practicable to do so;
- d. regularly review PMKeyS Circulars and related media for changes to PMKeyS leave processes and functionality;
- e. retain and archive documentation relating to leave transactions in accordance with [paragraphs 26.–30.](#); and
- f. refer any anomalies on the application to the leave approval authority for clarification or correction.

23. For the re-credit of all leave types, and the credit of leave accruals processed through the Operation and Activity Logs, leave transactors are to record comments in PMKeyS (against the transaction) in sufficient detail referencing the documented authority for the adjustment. Original authorities should be placed on member/employee leave files to meet audit and verification requirements. The documentation should only be placed on the leave file if it is unclassified.

24. PMKeyS provides a warning to leave transactors when a transaction falls outside acceptable boundaries. Where a warning is ignored for legitimate reasons, an appropriate note is to be recorded against the leave transaction in PMKeyS.

25. Non Effective Service (NES) can affect a member's LSL accrual. DE has identified instances where periods of NES recorded in legacy systems were not migrated to PMKeyS. Such occurrences will be notified by DE to the single Service PMKeyS cells who are to ensure that the NES is promptly recorded, regardless of whether it predates single Service baselines for annual leave.

## **RETENTION, STORAGE AND ARCHIVING OF LEAVE RECORDS**

26. Documents pertaining to leave, which may be either in electronic or paper form, are Commonwealth records and are to be stored in accordance with Information Privacy Principle 4 in s14 of the *Privacy Act 1988*, and sentenced and disposed of in accordance with the *Archives Act 1983* and National Archives of Australia disposal authorities. For documents relating to ADF members, the authority is Records Disposal Authority (RDA) 2002/04896824, Military Personnel, Entries 3931–3934. For documents relating to APS employees, the authority is the Administrative Functions Disposal Authority (AFDA), Entries 1726–1728.

27. Responsibility for sentencing leave files to archives resides with the members/employees last administrative unit, MPAC or CPAC before termination. DE long service leave files are stored at a Corporate Services and Infrastructure Group (CSIG)-operated facility in Queanbeyan, which is responsible for sentencing ADF long service leave files.

28. The RDA for leave documents relating to ADF members requires that:
- a. For members involved in war and/or warlike operations, name-identified records documenting leave exceeding five days (including absence without leave, furlough, maternity or paternity leave, and leave without pay) are to be retained (indefinitely) as national archives.
  - b. For members involved in war and/or warlike operations, name-identified records documenting leave exceeding five days (excluding absence without leave, furlough, maternity or paternity leave, and leave without pay) are to be destroyed 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
  - c. For members not involved in war and/or warlike operations, name-identified records documenting leave exceeding five days (including furlough, leave without pay, maternity or paternity leave, absence without leave, applications for other leave types, leave approvals, administration of lump sum payments in lieu, recognition of previous service, authority to carry over credits, requests and assessments on leave entitlements, and appeals and petitions) are to be destroyed 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
  - d. Name-identified records documenting leave up to five days (including applications for leave, leave approvals, requests and assessments on leave entitlements, leave without pay, and appeals and petitions) are to be destroyed seven years after last completed action.
29. The AFDA for documents relating to APS employees requires that:
- a. Consolidated leave history records are to be destroyed 75 years after date of birth of employee or seven years after last action, whichever is the later.
  - b. Records documenting long service leave, parental leave, military leave and leave without pay exceeding five days in any one calendar year (ie leave used to calculate entitlements for superannuation or long service leave) are to be destroyed 75 years after date of birth of employee or seven years after last action, whichever is the later.
  - c. Records documenting all other leave (with and without pay) are to be destroyed seven years after action completed.
30. DGPS is to ensure that storage, tracking and archiving in the PMKeyS environment meets the requirements of Defence records policy, the *Archives Act 1983* and other Acts of Parliament. Administrative units, MPACs, CPACs and DE are to ensure their record storage procedures facilitate periodic quality checking and that leave files for retired or terminated members/employees are archived in accordance with the provisions in the RDA and AFDA.

## QUALITY CONTROL OF LEAVE DATA

31. In accordance with sections 48 and 49 of the *Financial Management and Accountability Act 1997* (FMA Act), Defence is required to prepare annual financial statements for inclusion in the Department's Annual Report. To assist in the preparation of financial statements and to substantiate account balances, Defence must ensure that accounts and records (including leave records) are maintained in accordance with the Finance Minister's Orders. Failure to maintain these records can result in a breach of the FMA Act and a qualification of Defence's financial statements.
32. Maintenance of a robust control regime for leave administration is essential. This includes a comprehensive set of policies, procedures and tools to enable effective and accountable management and implementation. It is also essential that these controls are independently reviewed regularly to ensure that they are being implemented, and to identify and remedy shortfalls.
33. Checking leave records is a critical element of leave administration and is the primary means by which the accuracy and completeness of leave processing and records can be measured. [Annex A](#) details the formal checks that must be undertaken on leave records.
34. DGPS is to ensure integrity of information entered into PMKeyS is maintained at the standard entered or, where possible, improved through the implementation of system functionality in accordance with current policy.

35. The Service Groups, CSIG and DPE, through administrative units, MPACs, CPACs and DE, are to conduct comprehensive checks of member/employee leave records that they manage. Standard Operating Procedures (SOPs), and associated checklist and templates for collection of audit data, provide the minimum standard for checking leave records. Details of findings from leave checks must be recorded on the SOP checklist and appropriate template pro-forma, which are then to be filed on member/employee leave files. In addition, details of the leave check are to be recorded on the member's/employee's PMKeyS Leave Audit panel. Further details on these requirements and the location of the SOP and template for Annual and War Service Leave checks are presented in [annex A](#).

36. Management in the Service Groups, CSIG and DPE have access to a number of data quality queries that interrogate PMKeyS to identify actual and potential leave data integrity issues. Issues identified through the queries are to be investigated and leave data corrected as necessary. The queries have been developed by DGPS to meet current and emerging issues, but must be reviewed periodically by single-Service PMKeyS cells, the Directorate of Integrated People Solutions and DE to ensure their relevance.

37. The Inspector-General, through Management Audit Branch (MAB), will regularly review leave administration policies and procedures to ensure that checks and control structures are adequately specified and observed. MAB will review the operations of administrative units, MPACs, CPACs and DE to ensure that checks and controls are being satisfactorily implemented by them.

38. Group Heads need to ensure that appropriate controls are in place to allow for effective management of leave documentation in their Group, and check regularly to ensure that these controls are being implemented. In particular, Group Heads are to ensure that:

- a. leave is managed in accordance with extant policy, and Secretary and CDF directives;
- b. leave is planned and approved absences are properly recorded in PMKeyS;
- c. leave plans are discussed, agreed and recorded in accordance with the requirements of the Civilian Performance Management Framework (for APS employees);
- d. Group business processes support the timeliness and accuracy of a, b and c above; and
- e. controls (including written procedures) are in place for effective coordination of leave, including the management of leave documentation.

39. Members/employees need to periodically review their leave records for completeness. This is consistent with Defence's legal obligation under Information Privacy Principle 7.1 in s14 of the Privacy Act to take all reasonable steps to ensure that personal information it holds is accurate and, given the purpose of the information, is relevant, up to date and not misleading. Review can be effected through PSS, and PMKeyS leave inquiry panels and reports. Members/employees, who do not have access to any of these facilities should contact their administering unit, MPAC or CPAC for assistance. If an incorrect leave transaction is identified, it must be promptly reported to the administrative unit, MPAC or CPAC that administers the member's/employee's leave in the first instance. The Defence Service Centre on telephone 1800 000 677 can also be contacted to report leave errors and problems.

## **MANAGEMENT OF LEAVE TRAINING**

40. Well trained and competent leave administrators are required to ensure the administration, management and quality of leave data is of the highest order. The development and delivery of leave training to meet the business requirements of Defence is the responsibility of Director-General Education, Training and Development (DGETD).

41. The Defence Business Training Centre (DBTC), on behalf of DGETD, is responsible for the development and update of Defence-wide PMKeyS training courses and materials in e-learning and instructor led modes. Training courses are to be updated with every release of PMKeyS functionality. The highest priority for training is for members/employees who use PMKeyS as part of their daily tasks. Although e-learning is the primary mode of training delivery, the DBTC will conduct instructor facilitated training where e-learning solutions are not appropriate. Service schools will continue to deliver instructor facilitated PMKeyS training as part of their Initial Employment and Promotion Courses utilising current course materials developed and maintained in a current state by the DBTC. A course calendar for PMKeyS courses is available at the Defence Business Training Centre: (see [http://defweb.cbr.defence.gov.au/dpe/categories/education\\_training\\_development.htm](http://defweb.cbr.defence.gov.au/dpe/categories/education_training_development.htm)).

42. The Services, CSIG and DPE are to ensure that leave transactors and their supervisors within their respective Groups have successfully completed training and assessment in the Personnel Administration and Leave Module prior to obtaining PMKeyS Leave Transactor or Supervisor access. All Groups must ensure that all members/employees involved with leave processing are adequately trained in the policies and procedures relevant to the duties they perform.

43. Module specific e-learning courses pertaining to the administration and management of leave are available on CAMPUS. 'PMKeyS—An Introduction' course is also available on Defence Online Campus (see <http://defweb.cbr.defence.gov.au/det/campus>) and is a pre-requisite for all further PMKeyS training. Guidance in the use of PSS when applying for and approving leave can be found at PSS Sign-in (see <http://pmkportal.dcb.defence.gov.au/psp/pkdssp1/?cmd=login>) and navigating to the APS, ADF or Manager's User Guide, under the User Guides and Useful Links Tab.

## MANAGEMENT REPORTING OF LEAVE

44. Director-General Resource Management—Personnel Executive is responsible for:
- a. Monitoring and reporting on member/employee liabilities (including leave) for the Portfolio Budget Statement, Portfolio Additional Estimates Statements, Defence Annual Report, Financial Statements and Senior Committees; and
  - b. Collating performance statistics that demonstrate the accuracy of leave records. The number and value of leave transactions, error rates and missing documents will provide a measurement of leave transactor performance and confidence in member/employee provisions.
45. The Service Groups, CSIG and DGPPEC are responsible for the timely provision of data to DGRM–PE, including the regular reporting of error rates, missing documents and the annual provision of data to financial statements.

## FRAUD AND ETHICS

46. Where reasonable doubt lies in the adjustment of any leave record of a member/employee, it is to be amended in the favour of the member/employee, provided such a decision is consistent with policy intent and can withstand the scrutiny of audit.
47. Defence encourages the qualities of honesty and integrity and expects its employees to disclose any known error in their allocation of leave entitlements. In relation to leave transactions, where the action of an employee or leave transactor is suspected as dishonest, it is to be treated as a 'Notifiable Incident' and reported to a Defence Investigative Authority; refer to Defence Instruction (General) (DI(G)) ADMIN 45–2—*Reporting and Investigation of Alleged Offences within the Australian Defence Organisation* for guidance. Such dishonest behaviour may be identified as criminal conduct and liable to penalties imposed by the *Commonwealth Criminal Code Act 1995* or *Financial Management and Accountability Act 1997*. Further, the conduct may be considered a breach of the *Defence Force Discipline Act 1997* or the *Public Service Act 1999* and dealt with accordingly.

## LEGAL BASIS FOR APPLICATION OF DEFENCE INSTRUCTIONS

48. Administrative, or in appropriate cases disciplinary, action may be taken against members of the ADF for a breach of a DI(G). In this respect, where the provisions of a DI(G) impose requirements on members of the ADF that Instruction, as amended from time to time, is to be treated as a lawful general order for the purpose of the *Defence Force Discipline Act 1982*.
49. The provisions of a DI(G) imposing requirements on APS employees constitute a lawful and reasonable direction under subsection 13 (5) of the *Public Service Act 1999*. Therefore, a breach of the provisions of a DI(G) may lead to action being taken for breach of the Australian Public Service Code of Conduct.

**Annex:**

A. [Quality control of leave data \(checking leave records\)](#)

**Sponsor:** DGRM-PE

## QUALITY CONTROL OF LEAVE DATA (CHECKING LEAVE RECORDS)

1. The quality control process for checking leave records involves verification of transactions for leave accrued and taken, correction of errors identified through the verification process and recording details of the check.

### Minimum standards for checking leave records

2. The minimum standards required when checking leave records are:
- a. Australian Defence Force (ADF) leave records (except long service leave)—'Internal Checking Procedure—ADF Annual and War Service Leave' is to be used by all ADF administrative units and Military Personnel Administration Centre (MPACs) when checking ADF annual leave records (see **MPAC Standard Operating Procedures (SOP)** <http://intranet.defence.gov.au/dsg/sites/PASOPS/docs/MPA%20%20-%20ADF%20Leave%20Internal%20Checking.doc>).
  - b. ADF long service leave records—Directorate of Entitlements (DE) SOPs are to be used for checking of ADF long service leave records. DE is the only agency authorised to check ADF long service leave records.
  - c. Australian Public Service (APS) leave records (except long service leave)—Civilian Personnel Administration Centre (CPAC) SOPs part 8, chapter 4—'Annual Leave Audits' is to be used by all CPAC staff when checking APS leave records (see **CPAC SOP** [http://intranet.defence.gov.au/dsg/sites/PASOPS/docs/Part8\\_Chapter4.pdf](http://intranet.defence.gov.au/dsg/sites/PASOPS/docs/Part8_Chapter4.pdf)).
  - d. APS long service leave records—CPAC SOPs part 8, chapters 5—'Leave Audits—LSL' and 6A titled 'LSL Audit Sheet' are to be used by all CPAC staff when checking long service leave records for APS employees (see **CPAC SOP** [http://intranet.defence.gov.au/dsg/sites/PASOPS/docs/Part8\\_Chapter5.pdf](http://intranet.defence.gov.au/dsg/sites/PASOPS/docs/Part8_Chapter5.pdf)).

### Responsibility for completion of leave checks

3. The responsibility for conducting leave checks resides with administering units, MPACs, CPACs and DE; that is, the authorities tasked with the administration and management of member/employee leave. Members/employees and their supervisors also have a role to play by ensuring that leave is correctly applied for, taken and recorded in PMKeyS.

### Frequency of leave checks

4. All leave records (excluding long service leave) must be subjected to a 100 per cent check, from the date that the last check was completed. The timing of the leave checks are as follows:
- a. Star Rank and SES:
    - (1) Annually, at the end of each financial year. The check is to be completed by 15 July.
    - (2) On promotion to Star Rank or Senior Executive Service (SES). A check of the promoted officer's leave record must be conducted within a calendar month of the promotion to confirm it has no errors and there are no missing documents.
    - (3) When a non-Star Rank or SES officer receives Higher Duties Allowance or Additional Responsibility Pay for performing Star Rank or SES duties for a period greater than 100 days.
    - (4) On retirement or termination/separation.

- b. ADF members (non-Star Ranks):
  - (1) On posting to another unit or locality. The member's leave record must be checked by the losing administrative unit or MPAC prior to the member proceeding on posting. On completion of the leave check, the member's leave file is to be held by the member's gaining administrative unit or MPAC.
  - (2) On retirement or termination/separation.
  - (3) At least every five years if the member's leave record has not been checked as a result of sub-paragraphs 4.b.(1) or 4.b.(2).
- c. APS Employees (non-SES):
  - (1) On secondment to another Agency and on return from secondment to another Agency.
  - (2) On retirement or termination/separation (including permanent transfer to another Agency).
  - (3) At least every five years, if the employee's leave record has not been checked as a result of sub-paragraph 4.c.(1) or 4.c.(2).

5. Long service leave records (all members/employees)—All long service leave transactions are double-checked (by DE for ADF members and CPACs for APS employees) at the time of processing. Additional checks are to be conducted as follows:

- a. annually, five per cent of long service leave transactions must be 100 per cent checked; and
- b. on retirement or termination/separation.

#### **Acceptable rates of error**

6. Leave transactors must strive for 100 per cent accuracy when processing leave transactions.

#### **Treatment of missing documents**

7. Administering units, MPACs CPACs and DE must make all reasonable efforts to locate documents (including leave applications and documents that support the granting or recredit of leave) that have been identified as 'missing' during a leave check. All reasonable efforts are to include contacting former administering units, MPACs, CPACs and the member/employee. Where documents are still missing after all reasonable efforts to locate them have failed, leave checkers are to record details of their efforts on documentation supporting the leave check.

#### **Recording results of leave checks**

8. Staff who conduct leave checks are required to enter the details on the PMKeyS Leave Audit panel for each member's/employee's record that they have audited. Documentation used in this process constitutes part of the official documentation associated with the check and must be retained in the member's/employee's leave file.