



# Changes to ADF leave policy

With the implementation of Defence One, ADF leave will be processed differently. As a result, changes will be implemented to policies surrounding leave.

## Key leave terms:

**Total recreation leave (TRL) balance** - the sum of the member's accrued war service leave credits, purchased recreation leave credits, extra recreation leave credits, accrued additional recreation leave credits and basic recreation leave credits.

**Note:** In Defence One the definition of total recreation leave is the sum of the member's accrued extra recreation leave credits, accrued additional recreation leave credits and basic recreation leave credits. This is reflected on the new ADF payslip which displays TRL, war service leave and purchased leave as separate amounts.

## Changes to ADF exam leave policy:

Today, when you apply for examination leave, you may be granted up to five days' leave to attend examinations for a course of study.

Under Defence One, examination leave may be granted in hours instead of days. Five days' leave is the equivalent to 40 hours' leave. You may take the leave as part days, to allow greater flexibility in how you take the leave, and how you track your leave.

You may take short absence leave in conjunction with your examination leave. In Defence One, short absence from duty can only be applied for in full days. No other types of leave may be used on the same day as examination leave.

## Order of taking leave:

Your leave credits will be deducted from the following leave categories in this order:

1. War service leave
2. Purchased recreation leave
3. Other recreation leave (includes basic, extra and additional recreation leave)

Credits are exhausted in one category before Defence One moves on to the next.

## Impact of leave lapsing:

You should be aware that from June 2019, if your leave balance exceeds 90 days, you will lose credits from your (basic, extra, or additional) recreation leave (excluding war service leave and purchase recreation leave).

For example - "You have 105 days of accruable leave. Two days are war service leave, 10 days are purchased leave and 93 are recreation leave. You will be required to use your two days war service leave, 10 days of the purchased and 3 days of the total recreation leave (basic/additional, extra). If you had used two days war service and 10 days purchased, you will still have 93 days of total recreation leave (basic/additional/extra), you will lose 3 days of this leave. If no leave was taken you will lose these three days, but still hold two days war service and 10 days purchased leave.

You may apply to have the leave lapsing waived, and if approved, any excess credits will be carried over into the next leave year.

You are encouraged to regularly use your leave. Managers must ensure members are given full opportunity to clear leave.





## Payment of allowances during periods of paid and unpaid leave

Under Defence One, you will continue to be paid annual allowances during periods of full paid leave. Leave taken at half pay or without pay will have allowances automatically pro-rated or stopped depending on the policy for those leave types and allowances. If you are currently working under a flexible service determination (part time service), your recreation leave absence accruals and allowances will be pro-rated accordingly (as long as you were eligible for the allowance before you went on leave).

During any periods of unpaid leave, your annual and daily allowances will cease. Similarly, you will not accrue any basic or additional recreation leave during any periods of unpaid leave.

## Impact of unpaid leave on long service leave accrual

Any period of paid leave is a period of effective service. As such, you will continue to accrue Long Service Leave for periods of paid leave.

Periods of unpaid leave exceeding 3 months will not count towards service for accruing Long Service Leave. For periods in excess of 24 hours, each day of non-effective service, including absence without leave (AWOL), civilian and military detention and some periods of suspension without pay, will not count as service towards service for accruing Long Service Leave. The Long Service Leave Service History Date as displayed in Self Service will be updated fortnightly, or after a period of 3 months, to reflect the impact of periods of unpaid leave that do not count towards the accrual of Long Service Leave.

## Further information

For further information on the Defence One project, visit the [Defence One](#) homepage.

For further information on policy changes under Defence One, visit the [Pay and Conditions](#) website.

