



Changes to ADF purchased 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.

Changes to purchased recreation leave policy

Today when your application for purchased recreation leave is approved, the amount of leave you applied for is immediately credited to your recreation leave balance as a lump sum. Payment for that lump sum credit is then deducted from your salary over a nominated number of pay periods.

With the implementation of Defence One, purchased leave will become a 'pay as you go' arrangement for ADF members, consistent with the purchased leave arrangement for APS employees.

The new process: You can apply to purchase an amount of recreation leave and nominate the number of pay periods to 'repay' that leave via Web-form AE428 *ADF – Request to Purchase Recreation Leave*. You will be required to indicate the number of hours you would like to purchase as well as the number of pay periods over which you would like to repay the purchase. A purchasing cap of 20 days per financial year, or an amount that does not take the sum of your extra recreation leave credits, additional recreation leave credits and basic recreation leave credits over 60 days, will be introduced.

Each fortnight, you will be credited an amount of leave that is equal to the amount that you have paid for through your salary deduction in that pay period.

Existing purchased leave arrangements: If you have an existing purchased recreation leave arrangement, the related credit and salary deduction will be transferred to Defence One. Your repayment schedule will continue uninterrupted.

You are not permitted to have multiple purchased recreation leave arrangements. You can start a new purchased leave arrangement *only* when you have finished your purchased leave payments from a previous arrangement.

Use of purchased leave: Your purchased recreation leave credits can be used immediately. Defence One will use this leave before utilising accrued basic/extra/additional recreation leave.

Purchased leave and war service leave credits will not be subject to the new leave lapsing policy that will also commence with the implementation of Defence One. Members are encouraged to regularly use their leave. Managers must ensure members are given full opportunity to clear leave.

Warlike, non-warlike, and tax-exempt foreign service: If you have started a purchased leave arrangement in Defence One and you are deployed on warlike service, non-warlike service, or any tax-exempt foreign service, the purchased leave arrangement will be automatically cancelled from the time you are considered to be within the specified area. Any purchased leave credit that has been paid for remains available to the member.

Upon return to Australia you will be able to start a new purchased leave arrangement.

Keep track of your leave credit

What you can do: Your accruable leave balances can be monitored using the ESS function. Your updated balance is shown on your payslip each fortnight, as well as in the Absence Balance page in ESS.





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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.

