



# Changes to ADF leave lapsing 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 credit, 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 leave lapsing policy

Under Defence One the leave lapsing policy will move away from a three year leave credit expiry system to an annual system with a 90 day cap. The first time this cap will be applied is June 2019.

Prior to 1 July 2016, you were required to use any accrued recreation leave credits within three years of accruing it. After three years, the credits would expire unless a waiver was granted.

From 1 July 2016, the way recreation leave credits accrue changed. The credits no longer have a three year expiry; rather an annual 90 day cap is applied. This means that the leave credits that accrue do not have a lifespan, but if you have more than 90 days of **total recreation leave credit** at the end of the financial year, your leave will lapse.

### What does this mean?

From June 2019, any recreation leave balance over the 90 day cap will automatically be lost on the last pay day of the leave year (June). If your total recreation leave balance includes war service credits and purchased leave credits, you will need to use enough leave to exhaust your war service leave and purchased leave credit, in order to reduce your basic, extra or additional leave credits. If you do not, and your basic/extra/additional leave credits are over 90 days, you will lose credits from this accumulated leave. The war service and purchased leave balances will remain as they are, as they are exempt from lapsing

**Exemptions:** purchased leave credits and war service leave will be exempt from lapsing and do not count towards the 90 day limit.

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

Until June 2019, credits will continue to be rolled over without you needing to apply for waivers or approval – Defence will automatically roll the credits over.

## Keep track of your leave credit

**What you can do:** Your recreation leave balance 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.

If you think you will have more than 90 days leave credit in June 2019, you need to consider using your existing leave to bring down the balance, or apply to have the lapsing waived until the next year. **Your Unit Administrative staff** or **Customer Service Centre** can assist you with this.

**What your supervisor will do:** Your Service chain of command will run a leave balance report in March/April each year, and let you know if you have potential excess leave credits that will be subject to lapsing. The deadline for supervisors to submit leave lapsing waivers to the Pay and Administration Centre – NSW (PAC-NSW) or Army Personnel Administration Centre will be 31 May each year.





### 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.

