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Enquiries: Labour Relations Advisers
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CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 13 OF 2012

AUSTRALIAN CIVILIAN CORPS

This circular is to be read in conjunction with Public Sector Commissioner's Circular No. 3 of 2012 *Guidelines for participation with the Australian Civilian Corps*. The Guidelines can be found at <http://www.publicsector.wa.gov.au/document/guidelines-participation-australian-civilian-corps>.

The Australian Civilian Corps (ACC), established by the Commonwealth Government through AusAid, deploys stabilisation and recovery specialists to developing countries experiencing or emerging from natural disaster or conflict.

Participation by a public sector employee in the ACC will require the approval of the employer, who is not obliged to give that approval. If approval is given, leave without pay will be taken.

Public sector employees proceeding on leave without pay for approved ACC training or deployment purposes are exempt from the usual requirement of having to exhaust all leave entitlements prior to proceeding on leave without pay.

The attached schedule outlines the effect of leave without pay on employment entitlements for public sector employees who undertake authorised training and/or deployment with the ACC.

Please contact your agency's labour relations adviser should you require further information about the impact on employee entitlements.

BOB HORSTMAN
EXECUTIVE DIRECTOR
LABOUR RELATIONS

8 November 2012

SCHEDULE A

Leave without pay - effect on employee entitlements for public sector employees who undertake authorised training and/or deployment with the ACC

Provision	ACC Foundation Training and/or Deployment (which is 14 days or less in a continuous period)	Australian Civilian Corps Deployment (which exceeds 14 days of continuous service)
Contract of Employment	unbroken	unbroken
Continuity of Service	unbroken	unbroken
Annual Increments	unaffected	unaffected
Sick Leave Accrual	unaffected	does not count as service
Annual Leave Accrual	unaffected	does not count as service
Long Service Leave Accrual	unaffected	unaffected