**Summary of Leave Types and Flexibilities** (PSA 1992 & PSCSA 2019)

**Annual Leave**

* 4 weeks paid leave, calculated on calendar year basis commencing January 1 each year.
* Not available to casual employees
* Additional leave for shift work employees and North West employees
	+ Shift work - An Employee engaged on shift work who is rostered to work regularly on Sundays and/or public holidays shall be entitled to five days' leave in addition to the Employee's normal entitlement to annual leave.
	+ North West - An Employee whose headquarters are located north of 26 degrees south latitude shall be entitled to 37.5 hours leave in addition to the Employee's normal entitlement to annual leave.
* May take annual leave during the calendar year in which it accrues or anytime thereafter, but the time during which the leave may be taken is subject to the approval of the employer.
* Can be paid in advance
* Employee initiated cash out possible

**Long Service Leave**

* 13 weeks of LSL on full pay
* For each officer who has completed:
1. A period of 7 years of continuous service in a permanent and/or fixed term contract capacity; or
2. 10 years of continuous service in a temporary capacity;
* Can clear in minimum periods of one day
* Can access LSL at half, full or double pay
* Employee initiated cash out possible – must proceed on 10 days annual leave in that calendar year
* **Early access pro rata LSL:**
	+ Employees within seven years of their preservation age under Western Australian Government superannuation arrangements may, by agreement with their Employer, choose early access to their long service leave at the rate of 9.28 days per completed 12 month period of continuous service for full time Employees.
	+ Part time and casual Employees have the same entitlement as full time Employees.
	1. For part time Employees their entitlement is calculated on a pro rata basis according to any variations to their ordinary working hours during the accrual period.
1. For casual Employees their entitlement is calculated on a pro rata basis according to the average hours worked during the accrual period

**Purchased leave**

**42/52 Salary Arrangement**

* Can purchase up to 10 weeks additional leave
* Applications assessed on merit and consideration given to personal circumstances of employee
* For purchased leave between 5-10 weeks, giive priority access to employees with caring responsibilities
* To access approved purchased leave employee must:
	+ satisfy the Agency’s accrued leave management policy and
	+ Take 1 weeks annual leave if purchasing 9 weeks leave; or
	+ Take 2 weeks annual leave if purchasing 10 weeks leave.

(Employee can request to access purchased leave first and Employer can refuse)

* Not able to be accrued, unused leave to be paid out in February following year
* Purchased leave should be taken in minimum periods of 1 week. However, by agreement between the employer and the employee, purchased leave may be accessed in single days.

**Deferred Salary Arrangement**

* Employee receives 80% of salary they would otherwise have be entitled for four years. On completion of fourth year, employee is entitled to 12 months leave and will receive an amount equal to 80% of the salary they were otherwise entitled to.

**Flexi. Leave**

* Flexi leave, including both credit and banked hours, must be taken consistent with the prepared roster, where it exists, and/or subject to the prior approval of the Employer.
* In any settlement period an Employee may be allowed a maximum of two days' leave taken from credit hours.
* In exceptional circumstances and with the approval of the Employer, flexi leave may be taken before accrual of sufficient credit hours subject to such conditions as the Employer may impose. Banked hours may not be taken in advance of accrual.
* In any settlement period a maximum of three days flexi leave may be taken from a combination of credit and banked hours. Subject to operational need and customer service requirements, the Employer may approve alternative arrangements to enable Employees to clear banked and/or credit hours up to the maximum of 52.5 hours.
* Flexi leave may be taken in any combination of half days and full days.

**Personal Leave**

* Full time entitlement is 112.5 hours per year, 97.5 hours cumulative and 15 hours non-cumulative. Pro rata for part time employees and fixed term contract less than 12 months.
* Not available to casual employees
* May be taken on hourly basis
* Cannot access personal leave while on any period of leave without pay; maternity leave, adoption leave or other parent leave; or annual or LSL, expect where re-crediting provisions apply.
* If all personal leave is exhausted Employer may allow employee (who has 12 months service) to access 37.5 hours of next year’s credit. (Must be refunded if employee ceases duty).
* In exceptional circumstances the Employer may approve half pay.
* Circumstances for granting personal leave:
	+ Employee is ill or injured
	+ To provide care or support to a member of employee’s family or household who requires care or support because of an illness or injury to the member; or an unexpected emergency affecting the member;
	+ Unanticipated matters of a compassionate or pressing nature which arise without notice and require immediate attention;
	+ Planned matters where arrangements cannot be organised outside of normal working hours or accommodated using flexi time credits (requires prior approval and not to be approved for regular ongoing situations).
* Two days unpaid personal leave per occasion available to provide care and support to a member of the employee’s family or household, due to the birth of a child.
* Applications for personal leave exceeding two consecutive days must be supported by evidence to satisfy a reasonable person.
* Employees who have exhausted all of their personal leave entitlements and are ill or injured may apply for personal leave without pay.
* Personal leave not grated where absence is due to serious and wilful misconduct in course of employment.
* For war caused illness employees may access 15 standard hour days of special personal leave credits.

**Leave without pay (LWOP)**

* LWOP may be granted provided the following conditions are met:
	+ the work of the department is not inconvenienced ; and
	+ the officer has exhausted all other leave credits
* LWOP cannot exceed a fixed term contact period of engagement.
* LWOP may have effect on various entitlements, including salary increments, annual leave and LSL.

**Summary of Agency Data**

**Department of Finance**

Number of employees:

* who submitted a purchased leave application in the first quarter: 45
* currently enrolled in the Deferred Salary Scheme: TBA

**Department of Treasury**

Number of employees:

* who submitted a purchased leave application in the first quarter: 16
* currently enrolled in the Deferred Salary Scheme: 1

**DMIRS**

Number of employees:

* who submitted a purchased leave application in the first quarter    115
* currently enrolled in the Deferred Salary Scheme    3