



STATEWIDE GROUP TRAINING (SA) INC

DEFENCE FORCE RESERVIST LEAVE POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) supports the efforts of employees who are members of the Australian Defence Forces and will not hinder or prevent an employee from rendering defence services.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, apprentices and trainees, contractors, sub-contractors.

POLICY:

SGT Employees who serve on a part-time basis in the Naval, Army or Air Force Reserves are entitled to leave under this Defence Leave Policy to attend training, school, classes or courses of instruction. Suitable arrangements will be made to allow casual employees to participate in Defence Reserve activities without disadvantage to their ongoing casual employment.

SGT will endeavour to support employees who serve in the Naval, Army or Air Force Reserves during their first year of service, to enable them to complete recruit or initial employment training and to achieve the necessary competency, skills, and qualifications.

SGT will not discriminate against employees (including casuals) who are members of the Naval, Army or Air Force Reserves and is committed to reintegrating any employee who serves in the Defence Force Reserves back into the workforce, without detriment, after compulsory deployment or absence on Defence Service, including training.

Full-time employees will be entitled to the following leave provisions each year:

- Up to a maximum of ten (10) working days for the purpose of annual training; and
- Up to a maximum of ten (10) working days for the purpose of attending school, classes or courses of instruction.

Part-time employees will be eligible for pro rata leave based on the entitlements prescribed above.

All Defence Leave provided to employees in accordance with this Defence Force Reservist Leave Policy is non-cumulative and does not carry over from one year to the next. Any absence by an employee on Defence Leave will not break an employee's continuity of service for the purposes of seniority or other employment-related matters.

SGT will preserve an employee's access to other entitlements during absences on Defence Leave, by counting periods of up to six (6) weeks' leave without pay as service for the purposes of accruing annual and long service leave entitlements.

Approval of Defence Leave must be obtained from the CEO, Host Employer/Field Officer, whichever is applicable, prior to an employee commencing a period of leave.

The Application for Leave form must be completed by an employee requesting Defence Leave. Documented evidence must also be provided that requests the employee's attendance at the training, school, class or course of instruction. The Application for Leave form must be submitted to the Apprentice/Trainee's Host Employer and Field Officer for initial consideration, and then referred to the Apprentice/Trainees Field Officer or CEO for approval.



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Prior to approving Defence Leave, the Field Officer/Manager must confirm that the employee concerned has an existing entitlement to such leave. Once leave has been approved, the details of the leave must be recorded on the employee's Personnel File.

Where appropriate, payment of allowances will be suspended during the period of leave.

If the Commanding Officer of a Unit of the Reserves in which the employee serves, certifies in writing that it is necessary for the employee to attend obligatory training, in addition to the leave specified above, SGT may grant a further period of leave, which will not exceed four (4) calendar days in any one (1) year, if operational and organisational requirements permit.

Where possible, SGT will consider and approve additional leave, on special request from the Defence Force, for an employee to attend training, or for deployment on an operation or exercise which is in the interests of national security or safety.

If the Host Employer/Manager/CEO is of the opinion that a request to take Defence Leave for the purpose of attending training, school, classes, or courses of instruction, is not in the best interests of SGT, the leave request will be declined.

An employee who requests to take a period of Defence Leave may elect to have any such leave taken, in excess of that prescribed above, either deducted from any accrued annual or long service leave credits or taken as leave without pay.

Under this Defence Leave Policy, employees who are members of the Naval, Army or Air Force Reserves will be expected to:

- Provide sufficient notice to SGT of their requirement to take Defence Leave.
- Seek to identify alternative dates for the proposed Defence Leave if the period of leave causes significant operational difficulties for SGT.
- Not withdraw from, or cancel any course or the period of leave at short notice, once the leave has been arranged and approved by SGT.
- Notify SGT of any qualification or skills that have been obtained by them whilst serving as a member of the Naval, Army or Air Force Reserves; and
- Inform SGT about the Employer Support Payment Scheme and any opportunities for SGT to visit or observe any suitable Defence Force activities.

Reference:

The Defence Reserve Service (Protection) Act 2001

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
