



Balancing Work and Life

DMP supports 'family friendly' initiatives that enable employees to have access to work practices which gives them greater flexibility in how they work in order to balance the demands of their work and family responsibilities.

Annual Leave	4 weeks each year with the ability to cash out portion of accrued leave (previous year) entitlement (conditions apply)
Annual Leave Loading	A loading of 17.5% on annual leave accrued each calendar year paid in a lump sum in the first pay period in December. (Subject to capping)
Bereavement Leave	Up to 2 days paid leave per death of a person the employee had a special relationship with.
Blood/ Plasma Donors Leave, Study Leave, Emergency Services Leave	Leave available (conditions apply).
Deferred Salary Leave	Ability to reduce income by 20% per year over 4 years and have paid leave in the fifth year at 80%.
Cultural / Ceremonial Leave	Time off for cultural / ceremonial purposes.
Purchased Leave	Ability to purchase up to 10 weeks additional leave per calendar year, also known as 42/52 Leave.
Higher Duties Allowance	Payable after 37.5 hours worked at a higher level.
Hours of Work	37.5 hours per week with flexible working arrangements available in most areas by agreement.
Long Service Leave	13 weeks on completion of 7 years' continuous service. LSL may be cleared in minimum periods of 1 day. Ability to take LSL on double pay, half pay and to cash out any period of accrued LSL (conditions apply).
Parental Leave (Maternity, Adoption, Other Parent)	Paid leave of 14 weeks per birth or adoption. Subject to your manager's approval, you can apply for an extension of parental leave without pay by up to 2 years, approved on a year-by-year basis.
Pay Increases	2.75% increase effective from 13 June 2014 with a further 2.5% payable from 13 June 2015 and 2016 respectively.
Personal Leave (Carers leave, Sick Leave)	Comprising 13 days cumulative and 2 days non cumulative - to be used for sick, carer's, unplanned and planned absences, (* see attached leave types summary).
Public Service Holidays in Lieu	2 days in lieu of Public Service holidays per year.
Salary Packaging	Access to salary packaging arrangements.
Part-time Work	Part-time work is regular ongoing employment at less than the standard full-time hours, the minimum daily hours worked by a part-time employee should not be less than 3.75 hours.

* Examples of absences and the appropriate leave category are provided on the next page.

For full details of the Public Service and Government Officers General Agreement 2014 and Public Service Award 1992 refer to the DMP intranet, Employee's toolbox, Pay and Conditions of Employment section. For further information please contact the Employee Benefits Team within the Human Resources Branch.

LEAVE TYPES

Here are some examples of reasons for absence from the workplace and the appropriate leave type that should be applied for in these circumstances. This list is *a guide only* and not intended to encompass every circumstance.

REASON FOR ABSENCE	LEAVE TYPE - COMMENT
<ul style="list-style-type: none"> • Arrange urgent repairs for storm damage • Home or car break in/robbery • Car break down • Care for immediate family/parent/grandparent/adult child or sibling due to urgent circumstances which arise immediately prior to absence (not for ongoing or reoccurring circumstances) 	Personal Leave unplanned
<ul style="list-style-type: none"> • Take mother to doctor's appointment • Enrol children at school • Attend a funeral of a person not covered by Bereavement Leave provisions • Regional employee – travel to bank appointment in closest town 	Personal Leave planned
<ul style="list-style-type: none"> • Physiotherapy for self • Visit the dentist • Sick with the 'flu' • Operation or medical procedures 	Personal Leave - sick
<ul style="list-style-type: none"> • *Usual child carer (spouse/partner) is in hospital and there is a requirement for the other spouse/partner (employee) to care for children • Look after child confined by GP at home with measles • Nurse sick partner as primary care giver 	Personal Leave – carers *Possible Personal Leave (carer's) in some circumstances, recommend contact with Employee Benefits team on X23148
<ul style="list-style-type: none"> • Look after sick pet • Take grand parent shopping • Curtain quote/fitting • Supervise trades/contractors at home • Travel to check house building progress • Vehicle servicing • Drop someone off or, pick up at the airport • Enrol yourself at Adult Education pottery class • Attend a wedding • Attend 'event', claimed as cultural leave 	Flex, Annual, TOIL, LSL or LWOP
<ul style="list-style-type: none"> • Death in the family or someone whom with you had a special relationship e.g. parent 	Bereavement leave (not to be taken during any other period of leave)
<ul style="list-style-type: none"> • Donate blood 	Max 2 hours attendance at Red Cross
<ul style="list-style-type: none"> • As participant attend Olympics in London 	International Sporting Events Leave
<ul style="list-style-type: none"> • Fire fighting as member of local fire brigade 	Emergency Service Leave
<ul style="list-style-type: none"> • Attend Australian Armed Forces military camp 	Defence Force Reserves Leave
<ul style="list-style-type: none"> • Attend university lectures 	Study Leave
<ul style="list-style-type: none"> • Attend Jury Duty 	Jury/Witness Service
<ul style="list-style-type: none"> • Take time off for cultural reasons 	Annual, LSL, TOIL, Personal Leave - only when the previous leave entitlements have been exhausted, or LWOP

Notes – Personal Leave (15 days comprising 13 days cumulative and 2 days non cumulative)

To be used for sick, carer's, unplanned and planned absences. An application exceeding 2 consecutive working days must be supported by evidence that would satisfy a reasonable person of the entitlement. For absences of 2 days or less where the employer has good reason to believe that the absence may not be reasonable or legitimate, the employer may request evidence be provided. It is generally expected that officers working on a flexitime basis would accumulate sufficient credits or, alternately utilise annual leave credits to allow for any time off work that is known in advance (planned).

Employees are entitled to carer's leave when they are the primary care giver for a member of their family or household who is ill or injured, or affected by an unexpected emergency and in need of care. Members of an employee's family are not restricted to those that reside with the employee and could include a parent, grandparent, adult child or sibling.

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