


# The Paraplegic and Quadriplegic Association of SA Inc.



## Leave - Military Reserve Forces Policy and Procedure

### STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (The Association) recognise that the Australian Military Reserve Forces are of national importance and that support to Australian Military Reserves is essential for their continued effectiveness.

<b>Approved by:</b> 	<b>Date:</b> September 2011
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**The Paraplegic and Quadriplegic Association of SA Inc. is incorporated under the *Association Incorporation Act 1985 (SA)* and conduct its business through operating Divisions, namely PARAQUAD SA and HOMECARE PLUS.**

# The Paraplegic and Quadriplegic Association of SA Inc.

## SCOPE

This policy covers all divisions of The Paraplegic and Quadriplegic Association of SA Inc (The Association) and applies to all employees who are an enlisted member of the Australian Military Reserves.

## DEFINITIONS

**Employee** - An employee or contract employee for the purposes of this policy means a person employed by PARAQUAD SA/HOMECARE PLUS on either a full time, part time or casual basis.

**Manager/Supervisor** – Any person who has the authority to influence or to direct the actions of an employee/volunteer/contractor/collector.

**Military Reserves** - Civilians trained as soldiers but not part of the regular Army, Navy or Air Force.

## RESPONSIBILITY

It is the responsibility of PARAQUAD SA to communicate the contents of this policy to all employees on a regular basis.

### **Managers/Supervisors to ensure that:**

- ◆ Employees are familiar with their obligations and entitlements in accordance with this Policy.

### **Employees to ensure they:**

- ◆ Notify their immediate Manager/Supervisor of any absence in accordance with this Policy;
- ◆ Initiate leave applications for Military leave by completing the appropriate documentation for approval (if practicable).

## POLICY

PARAQUAD SA/HOMECARE PLUS recognises that Military Reserves are crucial in enabling the Defence Force to protect Australia's national interests and assets. Reservists should not be disadvantaged because of Reservist service. This policy allows for employees to have time off work to undertake Military Reserve service and/or training.

PARAQUAD SA/HOMECARE PLUS acknowledges that Reserve service and/or training enhances job performance. All employees whether employed on a full time, part time or casual basis will be granted Military Reserve leave for up to two (2) weeks in any one year. This is in addition to the employee's annual leave and will be leave **without** pay. Special consideration will be given to employees requiring leave for Military Reserve Service exceeding two (2) weeks in any one year. Military Reserve Leave will count as continuous service.

***Reservists will receive pay entitlements from the Military Reserve.***

It is expected that employees inform PARAQUAD SA/HOMECARE PLUS of their Military Reserve service, training, qualifications or skills gained. It is also expected that employees discuss their intention to undertake specific periods of Reserve service at the earliest opportunity.

An employee who is injured whilst on Military Leave will **not** be covered by PARAQUAD SA/HOMECARE PLUS Worker's Compensation; however will be covered for Worker's

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Compensation in accordance with the Military Rehabilitation & Compensation Act 2004. The Military Rehabilitation and Compensation Scheme provides rehabilitation, treatment and compensation for Army Defence Force members who suffer mental or physical injury or contract a disease as a result of service.

## **Evidence of Attendance**

In each case, evidence of the necessity for Military Reserve attendance shall be submitted with the employee's Application for Leave and at the conclusion of the leave; the employee will produce a certificate from their Commanding Officer of their attendance.

## **Full Time Reservist Service**

Reservists who are called out for full time Military Reserve Service, as part of a peacekeeping or humanitarian aid operation for example, will be granted special leave **without** pay. Employees who return from duty after full time service, unless agreed otherwise, will return to the position which they occupied immediately prior to their absence.

In the event that the position they occupied immediately prior to such absence is not available, they will be appointed to a position equivalent in status and salary to the position formally occupied.

Management are encouraged to pursue Employer Support Payment entitlements whenever an employee is on extended Defence Reserve Service or is injured or becomes ill as a result of Defence Service. Refer <http://www.defence.gov.au.reserves>.

## **PROCEDURE**

All new employees are to notify the Manager, Human Resources of their Military Reserve status during the workplace induction process, or for existing employees, when they have been accepted for enlistment into the Military Reserves. It is the responsibility of the employee to keep PARQUAD SA/HOMECARE PLUS, fully informed about the time off required to attend Military Reserve Service.

Employees who are called for Military Reserve Service must ensure the following procedures are adhered to:

1. Once an employee receives notification of their requirement for Military Reserve Service, they must inform their Manager/Supervisor in writing, accompanied by written evidence from the Military Reserves of the service requirement, as soon as practicable.
2. Full/part time employees must complete the Application for Leave Form as soon as practicable. Casual employees complete Leave of Absence Form.
3. A copy of the written notification of Military Reserve Service must be attached to the Application for Leave Form (full/part time employees) or Leave of Absence Form (casual employees), and must be provided to Manager/Supervisor, as soon as notification from the Military Reserves is received.
4. Manager/Supervisor to sign and approve the applicable Leave Form and forward to the Payroll Department.
5. Payroll Department to record details of the leave (Application for Leave form is to be attached to the corresponding timesheet for the applicable fortnightly pay period).

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6. Upon the employee's return to work from Military Reserve Service, it is the responsibility of the employee to produce a certificate from their Commanding Officer of their attendance.  
***Certificate of Attendance to be obtained from Commanding Officer.***
7. A copy of the Certificate of Attendance will be forwarded to the Payroll Department. Leave granted in accordance with this Policy shall be recorded as Military Leave.
8. A copy of all documentation received regarding participation in Military Reserve Service is to be retained on the employee's personnel file.

## **RELATED LEGISLATION**

- ◆ Defence Reserve Service (Protection) Act 2001
- ◆ Military Rehabilitation and Compensation Act 2004

## **SUPPORTING PQA DOCUMENTATION**

- ◆ Abandonment of Employment Policy and Procedures
- ◆ Leave – Annual Policy and Procedures (Under Review)

## **BREACHES OF THIS POLICY**

Ignorance of these procedures will not generally be accepted as an excuse for non-compliance. Only in extreme circumstances and where such ignorance can be demonstrated to have occurred through no fault of the individual concerned will PARAQUAD SA/HOMECARE PLUS accept such an argument.

## **DISTRIBUTION AND REVIEW**

PARAQUAD SA/HOMECARE PLUS will ensure all persons engaged to provide services either paid or unpaid will be aware of this policy and will have easy access to it in an appropriate format. All policies are to be reviewed on a bi-annual basis or when legislation or Government Policy determines.

