Introduction
Council confirms its encouragement and support for employees involved in Defence Reserve Services. Council believes Reservists are a vital component of the Australian Defence Force and it is in the national interest to ensure reservists are appropriately supported in their employment.
The Council also recognises the real benefits that results from the personal skill set and experiences participating employees gain through Reserve Service.

Guidelines/ Procedure
The General Manager may grant paid Defence leave or leave without pay whenever:
- Ordinary Reserve Service includes normal peacetime training activities;
- Voluntary continuous full-time service occurs, where the Reservist employee volunteers and is accepted for full-time defence Reserve service;
- Continuous full-time service occurs following “call-out” under Defence Act 1903

An employee who is a member of the Defence Reserves may be granted Defence leave with pay up to the equivalent of twenty working (20) days per annum. Any leave required in excess of twenty working days in any one year may be approved as Defence leave “top up” pay. (Council pays the difference between the reserve pay and the employee’s ordinary pay) or leave without pay.

Employees who are in their first year of Reserve service may, in addition to the above, be granted a further ten (10) working days Defence leave with pay. Council recognises that during periods of Defence leave with pay (including top up pay) or leave without pay, the reservist may also receive salary payments by the Defence Reserves.

Employment Status and Entitlements
The employment status of employees who are absent on Defence Reserve service is maintained, in accordance with the continuous service provisions of the Local Government (State) Award 2014, as follows:
- When performing Defence Reserve service, an employee’s continuity of service for the purposes of employment is maintained whilst on paid Defence leave or leave without pay
- If an employee is on ordinary Reserve Service, an employee’s leave entitlements (LSL, annual and sick leave) continue to accrue if the employee was on paid service
- If the employee is on continuous full-time service, the Council will count periods of up to six weeks leave without pay as service for the accrual of annual leave and LSL. An employee’s annual leave and LSL entitlements, in excess of this amount continue to accrue to the extent that the employee receives or is entitled to receive pay for the period in accordance with this procedure.
- The employee’s Reserve unit can confirm whether the employee is on ordinary Reserve Service or continuous full-time Service.
Employment Conditions

- Employees on Defence Leave or leave without pay undertaken in order to render Defence Reserve service will be fully consulted in regards to condition of employment such as job opportunities, promotions and salary review.

- If a new collective agreement is signed during the Reservist’s absence on Defence service, then the reservist will be considered as an employee of Council for the purposes of that agreement.

- The Council will actively address the Reservist’s re-integration into the workforce, without detriment, after any absence on Defence Reserve service.

For more information about these conditions of employment please contact Payroll Officer.

**NOTE**
Bega Valley Shire Leave Form can be found in Templates – org-HR – Pay Leave form.doc