

DEFENCE FORCE RESERVES PROCEDURE

SCOPE

This procedure is applicable to staff members of Monash University who are Australian Defence Force Reservists, herein collectively referred to as 'you' for the purpose of this procedure.

This procedure does not apply to:

- adjunct/honorary appointees; or
- officers or instructors of the Australian Defence Force Cadets (where you require leave for this purpose, please refer to the [Special Leave procedure](#)).

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#) or the [Monash University Enterprise Agreement \(Trades and Services Staff - Building and Metal Trades Staff\) 2009](#) or [Monash University Enterprise Agreement \(Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff\) 2005](#) as applicable to you in accordance with the relevant Enterprise Agreement. Links to relevant clauses are included in this procedure.

PROCEDURE STATEMENT

Monash University ('us', 'our' or 'we') supports you to participate in the Australian Defence Force Reserves. This procedure details the conditions relating to Defence Force Reserves leave, including entitlements and the process for taking Defence Force Reserves leave. It also details the process that applies for other absences on defence service.

1. Entitlements

1.1 Defence Force Reserves leave entitlements are outlined in the relevant enterprise agreement clauses as follows:

Monash University Enterprise Agreement (Academic and Professional Staff) 2019	Clause 44.14 – Other Leave: Defence Force Reserves Leave
Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009	Schedule 3 (h) – Leave Entitlements: Defence Reserve Forces Leave
Monash University Enterprise Agreement (Trades and Services Staff – Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005	Schedule 3 (i) – Leave Entitlements: Defence Reserve Forces Leave

1.2 Defence Force Reserves leave is paid leave for fixed-term and continuing staff to attend training conducted by or on behalf of the Australian Defence Forces and comprises leave of:

- 14 calendar days (or up to 18 calendar days where the commanding officer of the relevant service unit certifies that the training exceeds 14 days) to attend an annual training camp; and
- up to 14 calendar days to attend no more than two schools, classes or courses of instruction.

1.3 The Defence Force Reserves leave entitlement is per calendar year. It is in addition to any other accrued leave entitlements (e.g. annual leave, long service leave etc.). It is not cumulative and cannot be carried over to the following year.

1.4 Where you are employed part-time, leave is paid on a pro-rata basis.

2. Informing your supervisor

2.1 You should inform your supervisor of:

- your Defence Force Reserves membership; and
- at the commencement of the year, your anticipated Defence Force Reserve service commitments for the year.

3. Applying for Defence Force Reserves leave

3.1 To apply for Defence Force Reserves leave:

- complete the [Application for Leave and Special Leave \[Online\]](#) form; and
- submit the completed form to your supervisor with supporting evidence (Tri-Service Training Notice, Joining Instructions or any other relevant document that may have been provided to you by the Australian Defence Force Reserves).

3.2 If you apply and are part-time, leave will be for the days listed in your work schedule. If a work schedule is not in place or has changed, submit an updated [Work schedule and change of fraction](#) form with your application.

3.3 To amend or cancel Defence Force Reserves leave, contact Access HR on 9902 0400 or at hr@monash.edu for assistance.

4. Other absences on defence service

4.1 For other absences on defence service (including in response to a call out order), you must:

- formally notify your supervisor and [HR Business Partner](#) of the dates that you will be absent and;
- include any supporting evidence (Joining Instructions or any other relevant document that may have been provided to you by the Australian Defence Force Reserves).

4.2 Should you need assistance with this process or with making absence arrangements, contact your HR Business Partner as matter of urgency.

4.3 If eligible, to cover your absence on defence service, you may choose to apply for:

- annual leave or long service leave service via Employee Self Service ([ESS](#)); and/or
- special leave (for unpaid special leave, you may apply without the need to first exhaust all other available accrued paid leave entitlements).

5. Employer Support Payment Scheme

5.1 The [Employer Support Payment Scheme](#) helps us offset the costs of releasing you for Defence Force Reserves leave and other absences on defence service. We may contact you to assist us to complete the necessary documentation for the Employer Support Payment Scheme.

6. Legislation

6.1 As well as the normal workplace rights and entitlements under the *Fair Work Act 2009*, you also have protections under the *Defence Reserve Service (Protection) Act 2001* whereby whilst working with us you are protected from discrimination, disadvantage or termination for reasons associated with your defence service.

6.2 Additionally, under the Defence Reserve Service (Protection) Act 2001, if you are studying with Monash University whilst working with us, we will make reasonable adjustments for your study arrangements. Contact your course managing faculty for advice on options to manage your studies and enrolment.

7. Breach of procedure

7.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance, and we manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Defence Force Reserves	Australian Defence Force Reserves members who are part-time members of the Australian Defence Force in the Navy, Army or Air Force, working alongside the full-time defence forces.
Employee Self Service (ESS)	The online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 or the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 as applicable to the staff member in accordance with the relevant Enterprise Agreement.

GOVERNANCE

Parent policy	Leave and Wellbeing
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> Types of Leave - All Leave <p>Procedure forms</p> <ul style="list-style-type: none"> Application for Leave and Special Leave [Online] or online via ESS
Legislation mandating compliance	<ul style="list-style-type: none"> Defence Act 1903 Defence Reserve Service (Protection) Act 2001 Defence Legislation Amendment (First Principles) Act 2015 Fair Work Act 2009
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Endorsement	Chief Human Resources Officer – 11 October 2020
Procedure owner	Director, Workplace Relations
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400