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Leave Policy

Contents

Purpose	2
Scope	2
Principles.....	2
Application for leave.....	2
Notification and approval.....	3
Unauthorised absence	3
Supplementary information on various leave types	4
Annual leave.....	4
Additional leave.....	5
Purchased leave	5
Deferred salary leave scheme	6
Personal/carer's leave.....	7
Personal leave without pay	7
Leave without pay	8
Miscellaneous leave	10
Table of approved miscellaneous leave options.....	10
Additional Cultural Leave	12
Additional First Nations ceremonial leave	12
Participating in a significant international sporting event.....	13
Long service leave	13
Review Rights	15
Further information, related legislation and documents.....	15
Delegations for leave approval	15
Definitions.....	16
More information	16
Version Control.....	17

Purpose

1. This policy supplements the Leave provisions under section 6 of the [Department of Agriculture, Fisheries and Forestry Enterprise Agreement 2024-2027](#) (DAFF EA).
2. This policy should be read in conjunction with the DAFF EA. Where inconsistency exists between this policy and the DAFF EA, the DAFF EA will take precedence. This policy notes legislation prevails over the DAFF EA and supporting policies.

Scope

3. This policy applies to all employees covered by the DAFF EA.
4. This policy does not cover the below types of leave. Please refer to the relevant policy for information on these leave types, or information pages on the Source for information on applying for these leave types.

Policy

- a. [Early Intervention Policy](#)
- b. [Family and Domestic Violence Policy](#)
- c. [Parental Support Policy](#)
- d. [Study Support Scheme Policy](#)

Source

- e. [Study Support Scheme](#)
 - f. [Cultural, ceremonial and NAIDOC leave](#)
 - g. [Compassionate and bereavement leave](#)
 - h. [Crisis leave](#)
 - i. [Emergency response leave](#)
 - j. [Jury duty](#)
 - k. [Blood donation and Vaccinations](#)
5. This policy may be amended from time to time in consultation with employees and their representatives.

Principles

6. Employees are provided with access to a fair and flexible range of options for absences from work that assist employees and the department to balance work and personal priorities.
7. Leave can only be approved by an authorised officer listed in the [Management Approval Schedule](#) or a delegate listed in the [HR Delegations](#) for the specific leave type.

Application for leave

8. Employees must submit their leave through the Aurion Employee Self Service ([Aurion](#)) system, or via The Shed where the leave type is not listed in Aurion .

Notification and approval

9. Employees are required to discuss leave plans with their manager as soon as practicable and apply for leave in advance of their proposed leave date. Employees using timekeeper are to obtain written approval for planned leave and enter the leave on timekeeper on their return.
10. When prior notice and approval of personal/carers leave is not practicable, due to unforeseen circumstances, employees are to:
 - a. notify their manager before the time they would normally commence work; and
 - b. submit a retrospective leave application on returning to work accompanied by suitable evidence, where required.
11. Managers should discuss the notification protocols with employees for any unexpected absences.
12. An employee may request a family member or close friend contact the employee's manager on their behalf in situations where the employee is unable to make the call due to incapacity.
13. The department has a duty of care to its employees and processes are in place for managers to contact employees who are absent from duty, without notice.
14. When determining whether to contact an absent employee, managers should consider the following:
 - a. the agreed work arrangements;
 - b. the agreed notification protocols for informing of an unexpected absence;
 - c. the employee's regular pattern of attendance;
 - d. personal circumstances of the employee such as caring responsibilities, recent illnesses and other personal matters; and
 - e. whether the absence is unusual.
15. Managers may enter a leave application on an employee's behalf, where permitted by Aurion, and agreed with the employee. However, employees remain responsible for applying for leave within the settlement period.
16. Managers must ensure that employees on long-term leave have an appropriate leave type submitted. This helps prevent overpayments when the employee does not have enough leave entitlements to cover their absence.

Unauthorised absence

17. An absence may be deemed an unauthorised absence, in accordance with clause 494 of the DAFF EA, where an employee is absent from the workplace without:
 - a. gaining prior or retrospective approval as soon as practicable; or
 - b. notifying an appropriate person of their absence as soon as practicable; or
 - c. providing suitable supporting evidence (where required) as soon as practicable so that the leave can be approved retrospectively.

18. Where an employee's absence meets the above criteria, managers must notify the employee in writing that their absence is at risk of being deemed unauthorised, methods and timeframes to correct the absence type, and consequences of an unauthorised absence, as outlined in clause 494 of the DAFF EA.
19. Unless an employee and manager agree to an alternative method or timeframe to correct the absence, managers must notify the employee in writing that the absence is now considered to be an unauthorised absence, consequences of the unauthorised absence and their review rights, as outlined in paragraph 107 of this policy.
20. Disagreements and disputes are to be managed at the lowest possible level. Where agreement cannot be reached, the dispute resolution procedures in section 10 of the DAFF EA are to be used.
21. For assistance in managing a continuing unauthorised absence, managers can contact People Support via [The Shed](#).

Supplementary information on various leave types

22. Leave entitlements are outlined in section 6 of the DAFF EA. The following supporting information is supplementary.

Annual leave

23. Annual leave is provided in accordance with clauses 370 to 379 of the DAFF EA and may be taken at full pay or half pay. Managers and employees should discuss leave plans regularly and use team leave plans or calendars to ensure equitable access to annual leave within the team as well as meeting operational requirements.
24. Revoking approved annual leave is the exception to the norm. Managers should consider alternative resourcing options to meet operational demands before cancelling or recalling an employee to duty.
25. APS employee separating from the APS may authorise the department in writing to withhold payment of their unused and accrued annual leave entitlements from their final payment for up to two months of their last day. This supports the operation of the portability clauses of the DAFF EA for non-ongoing employees.
26. Where an employee has greater than 2 years of accruals, a delegate may consider and approve annual leave at half pay in consideration of the reasons the leave is being requested at half pay.
27. The delegate should consider:
 - a. the circumstances that the employee is requesting leave at half pay.
 - b. the duration the employee has held an excess balance, in consideration of clause 377 of the DAFF EA.
 - c. discussing plans with the employee to reduce the excess leave balance where the excess leave has been retained for 3 months or more.
28. Further information on applying for [Annual leave](#) is available on the Source.

Additional leave

29. Eligible employees working in remote locations, or working shift work, will receive additional annual leave credits as outlined in table 11, table 12 and clause 642 and 632 of the DAFF EA.
30. Employees will receive a credit adjustment to their annual leave balance, which is based on the time they have been stationed or been assigned to work in a remote location the previous calendar year. Where an employee ceases employment prior to the annual adjustment, employees will receive a pro-rata credit on cessation.
31. Eligible employees will continue to accrue additional leave while remaining in a remote locality at the department's request. This includes when the department requires an employee to remotely perform duties that are outside a remote location, while the employee remains in the remote locality.

Purchased leave

32. Employees (excluding casual employees, non-ongoing employees contracted for less than 12 months, and Cadets) are eligible to apply for purchased leave.
33. Full-time employees may apply to purchase up to 10 weeks (375 hours) of purchased leave in a 12-month period. Part-time employees may apply to purchase leave on a pro-rata basis of up to the equivalent of 10 weeks.
34. Only one application for purchased leave may be approved in a 12-month period. Employees are encouraged to consider the amount of leave 1 week up to 10 weeks (pro-rata for part-time employee) they will need in a 12-month period before applying. Any unused purchased leave that has been paid for will be refunded.
35. Leave must be purchased in whole weeks based on the employee's hours of duty.
36. Purchased leave must be taken within 12 months of the date of commencement of the salary deductions. If it is not taken within the 12 months, unused purchased leave which has been paid for will be refunded.

Deductions for Purchased leave

32. The purchased leave period will commence on the date the employee's application is processed by Payroll. The purchased leave period is the 12-months during which the leave must be paid through salary deductions, and when the leave is available for use.
33. Purchased leave is repaid to the department over 26 pay periods by a deduction from the employee's fortnightly pay. An employee can request to repay the purchased leave in fewer than 26 pay periods. If this option is chosen the deduction will be adjusted, and the leave balance will still be available through Aurion for 12-months from the date of it being credited.
34. Allowances in the nature of salary are included in purchased leave deductions. Higher duties allowance is not included in the deductions unless the period of higher duties is, or will be, six continuous months or more on the date of application.
35. Deductions will be based on the hours of duty at the time of application and will not be adjusted to reflect future changes in hours of duty.

36. A reconciliation of deductions will be completed at the end of the purchased leave period where deductions are re-assessed based on changes to salary, such as salary progression, promotion or salary related allowances.
37. If gross fortnightly earnings are insufficient to cover the deduction, the underpaid deduction will be recovered from the following pay period/s.
38. At the end of the purchased leave period, Payroll will undertake a reconciliation of the salary and allowances deducted and the leave taken. If required, an adjustment will be made to ensure that the salary and allowance deductions are equal to the employee's salary and allowances for the time the leave was actually taken.
39. Any overpayment or underpayments will be managed in accordance with clauses 45 - 53 of the DAFF EA.
40. If an employee experiences financial hardship after commencing in the scheme, they may apply to the Director, Payroll Section, for consideration to vary their arrangement.

Access to Purchased leave

41. After an application for purchased leave is processed, an employee can view their purchased leave balance in Aurion and access the approved purchased leave. The balance will be visible and accessible for 12-months from the commencement date of the deductions.
42. Purchased leave will be deducted from the purchased leave balance based on the regular hours being worked at the time of taking the leave.
43. Purchased leave must be taken at full pay and for a minimum period of one week (five working days or pro-rata for part-time employees).
44. As with annual leave and long service leave, the granting of purchased leave is subject to prior approval by the delegate.

Separation from the department

45. Employees who have accessed, but not fully paid for, their purchased leave when they cease employment with the department, will be treated as being overpaid.
46. Employees who have repaid part of their proposed purchased leave, but have not yet accessed the leave, will be reimbursed the difference upon separation from the department, including transfers to other APS agencies.

Deferred salary leave scheme

47. The deferred salary leave scheme is available to ongoing employees in accordance with clauses 381 to 387 of the DAFF EA.
48. Prior to an employee-initiated transfer within the department, they should discuss the employee must discuss their approved Deferred Salary Leave scheme application with the manager of the relevant business area. This supports transparency prior to a move taking effect and enables consideration of operational requirements and whether the gaining area can accommodate a 12-month absence, particularly if the transfer is a temporary move.
49. Where the planned deferred leave period cannot be accommodated by the new area, the

employee should seek independent financial advice prior to accepting the transfer and electing out of the scheme. If a transfer has already occurred, the manager and employee should discuss options to accommodate or postpone the deferred leave by 12-months, where an employee is considering electing out of the scheme, they should seek independent financial advice.

50. Where a transfer is initiated by the department, any approved Deferred Salary Leave scheme should be considered by before the transfer taking effect.

Personal/carer's leave

51. Personal/carer's leave is provided in accordance with clauses 388 to 404 of the DAFF EA. The following is supplementary to these clauses.
52. An employee must not use personal/carer's leave for urgent household matters or repairs, or for alternative childcare arrangements if this would result in less than 10 days of the employee's personal/carer's leave being available for use for personal injury or illness and caring as provided for under the *Fair Work Act 2009* (FW Act).
53. Eligibility for use of personal/carer's leave to attend to urgent household matters is taken to mean attending to urgent structural, plumbing, heating or electrical matters. Things like renovations, waiting for deliveries, planned household trade visits which are not an emergency are not considered to be urgent household matters.
54. Eligibility to use personal/carer's leave to care for a child is for occasions where an employee's usual child-care arrangements are unexpectedly disrupted, and they are unable to organise alternative care for their child.
55. A person that an employee has caring responsibilities for may be a person who needs care because they have a medical condition (including when they are in hospital), have a mental illness, have a disability, are frail or aged, or are a child (not limited to a child of the employee).
56. Health practitioners who issue certificates for chronic conditions must be registered and searchable using the "Look up a Practitioner" tool at the [Australian Health Practitioner Regulation Agency](#).
57. Clause 403 of the DAFF EA reduces the administrative burden and costs associated with obtaining a medical certificate for each full day or part day absence to attend regular treatment, care for a chronic condition or care for a family member with a chronic condition. Application for leave plus notice and approval requirements of this policy still apply.
58. Further information on [personal/carer's leave](#) is available on the Source.

Personal leave without pay

59. A period of unpaid personal leave for personal illness may be granted where an employee has exhausted available personal/carer's leave credits. An employee may otherwise choose to apply to utilise their annual leave, long service leave or purchased leave credits.
60. Production of evidence outlined at clause 400 to 403 of the DAFF EA apply to the total period of paid and unpaid leave. A delegate must be satisfied the evidence provided supports the absence was for purposes permitted under 396 – 397 of the DAFF EA.
61. Where a certificate from a registered health practitioner is used as evidence of a chronic condition for up to 12 months the absence must be due to the specified chronic condition.

62. Unpaid personal leave will not impact an employee's eligibility for salary progression where all other criteria has been met.

Meat Inspectors

63. Personal leave without pay will count as service if supported by medical certification unless the total period of paid and/or unpaid leave for personal illness exceeds a continuous period of 78 weeks, in which case only 78 weeks will count as service.
64. Any unpaid leave for personal illness beyond 78 weeks will not count as service, except for long service leave purposes.

Employees other than Meat Inspectors

65. Any unpaid leave for personal illness will not count as service, except for long service leave purposes and pay point progression.

Leave without pay

66. Leave without pay (LWOP) may be approved for up to 12 months (or more in exceptional circumstances), for reasons that are not explicitly provided for elsewhere in the DAFF EA. These reasons include:
- a. accompanying a spouse/partner on a Commonwealth posting or a posting in the interests of the Commonwealth
 - b. employment in the interests of the Australian Public Service
 - c. employment under the *Members of Parliament Staff Act 1984*
 - d. private purposes (e.g. extended overseas travel)
 - e. study
67. LWOP to accompany a spouse/partner on a Commonwealth posting or a posting in the interests of the Commonwealth may be granted by the delegate where the spouse/partner is:
- a. the holder of a Commonwealth office
 - b. employed by the Commonwealth or by an authority of the Commonwealth
 - c. employed by a body corporate incorporated under a state or territory law, in which the Commonwealth has a controlling interest
 - d. employed in a capacity that is directly relevant to Australia's national interest and is posted by the employer.
68. Where the purpose of the LWOP is to accompany a spouse/partner on a Commonwealth posting or a posting in the interests of the Commonwealth, the maximum period of leave that may be granted is the period of the posting. Where a spouse/partner's posting is extended or they enter into a new posting, employees may seek an extension for their LWOP but must note that it may not be approved.
69. LWOP would only be granted to non-ongoing employees or to probationers in exceptional circumstances such as on compassionate grounds. Where an employee takes LWOP before their probationary period is completed, the balance of the probationary period will be resumed on their return to duty, where an extension to the probationary period is permitted in the employee's letter of offer.

Employee responsibilities

70. Employees are required to exhaust any flex-time credit, annual leave and purchased leave before commencing a period of LWOP. Paid leave taken in conjunction with LWOP must be taken as a continuous period. LWOP cannot be broken by periods of paid leave. This does not apply to approved unpaid personal/carer's leave or Parental leave.
71. If an employee's situation changes while on LWOP, the employee is required to advise the department as soon as possible.
72. Where an employee on LWOP wishes to return to duty earlier than the approved period of leave, they should provide as much notice as possible, preferably at least a month. There is no automatic right to return to work earlier than the approved end date of the LWOP. There is no guarantee that the employee's request will be granted.

Delegate responsibilities

73. In deciding whether to approve an employee's application for LWOP, the delegate should consider the following factors:
 - a. **Purpose of the leave** – Where the purpose of the leave is to engage in employment in the interests of the APS, the delegate should consider the degree of benefit to the APS and the department. This includes employee development and the advancement of departmental policy or program objectives. Sympathetic consideration will be given to requests for leave for compassionate reasons. LWOP for the purposes of trying out another job or second career is not a valid reason for approval.
 - b. **Length of service** – It would be expected that an employee would have at least 12-months service prior to being granted extended LWOP.
 - c. **Operational requirements** – The employee's supervisor, in considering whether to support an application for LWOP, should consider the impact on the operation of the area. Supervisors may provide the delegate with any other information that they believe is relevant.
 - d. **Leave duration** – It may be possible for the delegate and the employee to agree on mutually acceptable timing and duration rather than refuse an application because of concerns that the leave would impair operational efficiency.
 - e. **Additional factors** – The delegate may also take into consideration the long-term development needs of the employee, the degree of benefit to the department of retaining the employee's services as well as the capacity of the department to reintegrate the employee on their return from LWOP.
74. Employees are not permitted to work during periods of LWOP unless prior approval is granted. At any stage during LWOP, where an employee plans to work, prior approval must be sought from the department in accordance with the [Outside Work Policy](#).

Returning to work

75. The employee's division is responsible for placing the employee on their return to work.
76. There is no guarantee that the employee will be assigned the same duties that they performed before commencing leave. Employees should discuss duties to be performed prior to returning from leave.

77. Where major changes to an employee's work location are proposed, managers must consult and discuss these with the employee prior to the employee returning to work, if and where possible. It is important that prior to commencement of the proposed period of leave a communication strategy is in place.

Miscellaneous leave

78. In accordance with clauses 415 - 417 of the DAFF EA, miscellaneous leave with or without pay may be approved by the [delegate](#) for purposes not provided for elsewhere in the DAFF EA.
79. To ensure fair, equitable and consistent application of leave for miscellaneous reasons, the department's policy approach to various leave reasons is defined in the miscellaneous leave table below.

Table of approved miscellaneous leave options

Purpose of Leave	Paid/unpaid	Delegate	Summary of Provision/Limit of Leave
The Chief Operating Officer (COO), Chief People Officer and following classification levels within the People Function (SES B2, B1 and EL2) also hold delegation and authorisation for miscellaneous leave, including those set out in this table.			
Additional Cultural Leave (This is in addition to Cultural Leave approved under clause 426 of the DAFF EA)	Paid/unpaid	EL2 and above	Additional leave for cultural purposes may be approved on a case-by-case basis, with or without pay. Approved leave and may be taken as part days. Approval is at the delegate's discretion who may request supporting evidence to consider the application. Cultural leave does not cover cultural obligations eligible under First Nations ceremonial leave.
Additional First Nations ceremonial leave (This is in addition to First Nations Ceremonial Leave provided under clause 422 of the DAFF EA)	Paid/unpaid	EL1 and above	Additional First Nations ceremonial leave may be approved on a case-by-case basis, with or without pay. Approved leave may be taken as part days and is in addition to compassionate and bereavement leave . Approval is at the delegate's discretion who may request supporting evidence to consider the application.
Attending your graduation ceremony	Paid	EL1 and above	Up to 1 day per occasion subject to presentation of satisfactory evidence and where the employee is on a current graduate program or graduating from a course approved under current study support arrangements.

Purpose of Leave	Paid/unpaid	Delegate	Summary of Provision/Limit of Leave
The Chief Operating Officer (COO), Chief People Officer and following classification levels within the People Function (SES B2, B1 and EL2) also hold delegation and authorisation for miscellaneous leave, including those set out in this table.			
Disaster situations (Miscellaneous leave may be provided where flexible working arrangements are not appropriate, in accordance with clause 531 of the DAFF EA)	Paid	EL1 and above	Up to 4 days per occasion when an employee's home or contents have been destroyed or significantly damaged by a disaster, or to protect an employee's home or contents in a disaster situation subject to presentation of satisfactory evidence. Period may be extended in exceptional circumstances by the employee's SES Band 1 or Assistant Secretary People and Policy.
		SES Band 1 and above	For periods exceeding 4 days when an employee's home or contents have been destroyed or significantly damaged by a disaster, or to protect an employee's home or contents in a disaster situation subject to presentation of satisfactory evidence.
Family and domestic violence support	Paid	SES B3 (COO) People Function: EL2 and above	An employee experiencing family and domestic violence support is able to access paid miscellaneous leave for reasons outlined in clauses 505.1 – 505.9 of the DAFF EA. Ongoing and non-ongoing employees received paid leave at their full rate of pay as if they were at work. Casual employees receive paid leave at their full rate of pay for the hours they were rostered to work in the period they took leave.
Gender affirmation leave	Paid	EL2 and above	5 days for an employee who is affirming gender to allow the individual to prepare in any way required before they return to work as their affirmed gender.
Leave to attend proceedings	Paid/unpaid	SES Band 1 and above	An employee may be granted paid or unpaid miscellaneous leave if required to give evidence to a Court, Tribunal or Royal Commission for any other reason. Up to one day per occasion, subject to presentation of satisfactory evidence of the need for such leave. Reasons to attend to legal matters include deceased estates, and custodial hearings related to your child/children.

Purpose of Leave	Paid/unpaid	Delegate	Summary of Provision/Limit of Leave
The Chief Operating Officer (COO), Chief People Officer and following classification levels within the People Function (SES B2, B1 and EL2) also hold delegation and authorisation for miscellaneous leave, including those set out in this table.			
			Where approval for unpaid leave is given, the employee may elect to use accrued annual leave, flex leave or time off in lieu.
Local government purposes	Paid/unpaid	EL1 and above	Leave may be granted to an employee who is a duly elected office holder of a local government council: - for a maximum period of 3 days in any 12-month period, to enable them to attend formal meetings of council; or - if they are mayor/president of the council, 5 days in any 12-month period, to enable them to attend to the duties of the local government office. Note: the 12-month period starts on the date or anniversary of the date the employee becomes an office holder, or mayor/president of the council. Where an employee is receiving remuneration from the council unpaid leave may be granted.
Moving house	Paid	APS 5 and above	Up to 2 days per occasion subject to presentation of satisfactory evidence of the need for such leave. Leave is for an employee to move house, not for an employee to assist another person to move house.
Organ donation	Paid	EL1 and above	Leave may be granted for as long as necessary to arrange, undertake and recover from donating an organ.
Participating in a significant international sporting event	Paid/unpaid	Assistant Secretary People and Policy Branch	Refer to Participating in a significant international sporting event section of this leave policy.

Additional Cultural Leave

80. Additional leave for cultural purposes may be approved on a case-by-case basis, with or without pay. This is in addition to Cultural Leave approved under clause 426 of the DAFF EA. Approval is at the [delegate's](#) discretion who may request supporting evidence to consider the application with any approved leave able to be taken as part days.
81. Cultural leave does not cover cultural obligations eligible under First Nations ceremonial leave.

Additional First Nations ceremonial leave

82. Additional First Nations ceremonial leave may be approved on a case-by-case basis, with or without pay. This is in addition to 6 days of paid leave over 2 calendar years for First Nations

Ceremonial Leave that's provided under clause 422 of the DAFF EA. Approval is at the [delegate's](#) discretion who may request supporting evidence to consider the application.

83. Approved leave may be taken as part days and is in addition to compassionate and bereavement leave.

Participating in a significant international sporting event

84. A significant international sporting event is defined as a sports occasion hosting multiple sports disciplines, at multiple venues with high standards of competition and international significance for which you qualify and are selected to participate (e.g. the Commonwealth Games, Olympic Games or Paralympics).
85. A major sporting event does not include training in connection with a defined major sporting event or an event for which you self-register and/or pay a fee to participate (e.g. fun run, triathlon, marathon, master's games (unless you are selected), Oztag, etc.) or to accompany your child to a school state championship.
86. Paid leave may be granted to an employee to compete or officiate in a significant international sporting event, including reasonable travel time, but will not be granted to attend trials or warm up events or for periods longer than necessary. Annual, long service or purchased leave may be used to attend trials or warm up events.
87. Where an employee is participating or officiating at a significant international sporting event without financial gain, they may be granted paid leave for the period of the competition (or part thereof) plus reasonable travel time.
88. The employee's eligibility for paid leave is not affected if they receive financial assistance from a sporting organisation to help offset expenses incurred as a result of attending the event (e.g. subsidised travel or accommodation).
89. Where the employee will be in receipt of payment in relation to their attendance at the event (e.g. match fees), it is not appropriate they be granted paid leave. The employee may apply for annual, long service, purchased leave, or LWOP (refer to paragraph 51) in these circumstances.

Applications

90. Applications to attend a significant international sporting event are to be made by the employee via [The Shed](#) to People Support. Include details such as dates, other leave to be taken, evidence of the event and any financial assistance provided for attendance. You should also include manager endorsement.

Long service leave

91. Long service leave (LSL) is paid leave available to employees after the completion of 10 years of service as defined by the [Long Service Leave \(Commonwealth Employees\) Act 1976](#).
92. Full-time, part-time and casual service with one or more agencies (including state and territory government agencies) may contribute to the 10-year qualifying period for LSL.
93. Annual and personal/carer's leave will continue to accrue at the employee's usual rate while an employee is on LSL.

Accrual of LSL

94. Upon completion of 10 years of service, an employee will be credited with a LSL entitlement of three calendar months, represented in Aurion as 90 calendar days. For each additional year of continuous service, 0.3 months (nine calendar days) will be credited on the employee's anniversary date.
95. An employee's anniversary date is usually the anniversary of their engagement to the APS, adjusted for leave taken that does not count as service, and prior service recognised.
96. Where an employee has a combination of full-time and part-time service, they will be granted a full-time and a part-time (pro rata) LSL entitlement.

Access to LSL

97. The [delegate](#) should consider each application for LSL against operational and team requirements. An employee does not have an unqualified right to access LSL at any particular time, except employees where the *Maternity Leave (Commonwealth Employees) Act 1973* applies.
98. The minimum period during which LSL can be taken is seven calendar days. LSL cannot be broken with weekends, rostered days off, and other periods of leave, except as otherwise provided by legislation. Other forms of leave may be taken before and after a period of LSL to extend the overall period of leave, e.g. annual leave - long service leave - annual leave.
99. LSL may be taken at full pay or half pay. If LSL is taken at half pay, leave credits will be deducted at half the full pay rate.
100. If an employee takes LSL from their part-time LSL entitlement they will be paid at their current salary and pro-rated based on the greater of the average of the hours per week worked in the last 12 months of part-time service, or the average of the hours per week worked over the total period of part-time service.

Deduction of LSL from leave balance

101. Under the [Long Service Leave \(Commonwealth Employees\) Act 1976](#), leave accrues at the rate of 0.3 of a month for each year of service. . Balances are represented in Aurion in calendar days with 30 days representing 1 month. Part months are reflected as a proportion of 30 day (e.g. 9 days would be 0.3 of a month (9/30). As LSL is taken on the basis of calendar days, any weekend days or public holidays during the leave period are also deducted from the employee's LSL credits.
102. In accordance with the [Long Service Leave \(Commonwealth Employees\) Act 1976](#), if LSL spans the entire month 30 days of LSL is deducted from an employee's LSL credits, regardless of the actual number of days in that month (i.e. if LSL spans the entire month of Feb, 30 days will be deducted for Feb).
103. Where an employee ceases employment with the department to immediately join another APS agency, the employee's service records will be transferred to that agency for their recognition and LSL will continue to accrue with the new APS agency.
104. Where an employee with 10 or more years of service resigns or retires from the APS, they are entitled to payment in lieu of their LSL balance. An employee may elect (in writing

before cessation) not to receive all or part of the LSL payment in lieu. This may be where another employer is willing to recognise the employee's service and leave balances.

105. A pro-rata payment in lieu of LSL can be made to an employee with less than 10 years' service if they have at least one year of service and their employment ceases due to:
- retrenchment
 - retirement at or over 55 years of age
 - retirement or resignation due to ill health (including invalidity retirement)
 - death
106. If an employee with less than 10 years of service, ceases employment with the APS, and does not meet one of the conditions above, there is no entitlement to a payment in lieu of LSL.

Review Rights

107. In accordance with [section 33](#) of the *Public Service Act 1999* (PS Act) and [Part 4 of the Public Service Regulations 2023](#) (PS Regs), an employee is entitled to request an internal review of certain decisions/actions that relate to their employment, known as a Review of Action (noting that not all decisions/actions are reviewable under the PS Act and PS Regs). The request for review must be made within 60 days of the decision being made or the action occurring.

Further information, related legislation and documents

108. This policy should be read in conjunction with the:
- [Department of Agriculture, Fisheries and Forestry Enterprise Agreement 2024-2027](#)
 - [Fair Work Act 2009](#)
 - [Public Service Act 1999](#)
 - [Public Service Regulations 2023](#)
 - [Work Health and Safety Act 2011](#)
 - Long Service Leave (Commonwealth Employees) Act 1976*
 - Long Service Leave (Commonwealth Employees) Regulations 2016*
 - Parliamentary Service Act 1999*
109. Forms relating to this policy can be found on the [Leave home](#) page on the Source.

Delegations for leave approval

110. Delegation information is available at [Human Resources Delegations and Authorisations](#). Prior to approving leave please ensure you hold the appropriate delegation for the leave type requested.

Definitions

111. The definitions found in clause 10 of the DAFF EA along with the following definitions apply to this policy:

As soon as practicable	As soon as practicable is determinable in consideration of the specified circumstances of each matter. In law, "as soon as practicable" means within a reasonable timeframe, considering the specific circumstances of the case.
<u>Delegate</u>	An employee who has been delegated powers by the Secretary of the department to undertake or approve a specified function. The Secretary of the department may issue instructions relating to the exercising of these functions.
DAFF EA	<i>Department of the Agriculture, Fisheries and Forestry Enterprise Agreement 2024-2027</i>
Manager	Manager means an employee's direct manager who is usually the person to whom an employee reports to on a day-to-day basis for work related matters (also referred to as a supervisor). For meat inspectors at level 1 and 2, for performance and development process purposes, this means a meat inspector at level 3 or 4.
Operational Requirements	Ensuring there is a sufficient number of employees at work to meet client needs during normal business hours, meeting both safety and operational requirements as determined by the relevant Manager and/or as required by any relevant legislation. In exceptional circumstances the department may require employees to work extended hours to meet high-priority operational requirements. These requirements will vary across business areas in the department, but might include workloads relating to the Budget cycle, Parliamentary sitting periods, peak periods for Biosecurity operations, On Plant Veterinarians, peak periods including Payroll processing deadlines. Operational requirements may be known or may be unexpected. The operational requirements, workload and priorities of the work area should be discussed with relevant employees and reflected in performance agreements. Good management practice suggests that substantive reasons be provided to employees where requests for changed working arrangements, or requests for leave, are refused for genuine operational reasons.

More information

If you require further information or need support with an enquiry related to leave, you can make a request via [The Shed](#).

Version Control

Date	Version	Description	Author	Approved by
April 2025	1	Draft DAFF EA implementation	Workplace Relations	Assistant Secretary People & Policy
August 2025	1.1	DAFF EA implementation	Workplace Relations	Assistant Secretary People & Policy
February 2026	1.2	Minor update - Removal of union training as misc leave as this is paid time, and formatting updates	Workplace Relations	People Operations and Safety

Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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