 Defence Force Leave

Establishment: Council, 28 August 1992

Last Amended: EDA, January 2011

Nature of Amendment: Consequential amendments arising from a restructure of Central Administration / VCs office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed:

Responsible Officer: Director, Human Resources

1. Defence Force Leave

Subject to the convenience of the cost centre, leave of absence may be granted by the Director, Human Resources to an employee who is a volunteer member of the Defence Forces for the purpose of attending a training camp, school, class or course of instruction under the following conditions:

1.1 Training Camps

For the purpose of attending a camp for annual continuous obligatory training an employee may be granted a period not exceeding ten working days on full pay in any twelve months commencing on and from the 1st of July in each year. Should the Commanding Officer of the unit certify that it is essential for an employee to be at the camp in an advance or rear party, a maximum of four extra days leave on full pay may be granted.

1.2 Special School, Class or Course of Instruction

In addition to the leave granted in 1.1, a period not exceeding ten working days unpaid leave in any twelve month period commencing on and from the 1st of July in each year may be granted by the Director, Human Resources in accordance with the following conditions:

1.2.1 That the leave required is for a special purpose and not covered by 1.1.

1.2.2 The leave may, at the option of the employee, be granted from annual recreation leave.

1.2.3 Where leave is not taken as in 1.2.2, payment during the period shall be the difference between the employee's normal pay and the military pay to which he/she is entitled. Where military pay exceeds the staff member's normal pay no further payments shall be made.
For the purpose of determining the difference in pay, military pay is calculated on a ten day basis, no allowance is made for the value of board and lodging, and payment for Saturdays, Sundays and Public Holidays is excluded.

Applications for Defence Force leave shall be accompanied by evidence of the necessity to attend. At the expiration of the leave an employee shall furnish a certificate of attendance to the Director, Human Resources. Where leave has been granted under 1.2.3 the employee shall also furnish a detailed certificate of the military pay received.