



PURCHASED LEAVE POLICY

SCOPE

This policy and guidelines apply to all persons employed within the Department of Health, which incorporates the following entities:

- Metropolitan Health Services;
- WA Country Health Service;
- South West Area Health Service; and
- Royal Street Divisions.

This is a system wide policy and supersedes all policies related to purchased leave arrangements in the Department of Health.

POLICY STATEMENT

The Purchased Leave - 48/52 Leave Arrangement (the Arrangement) is a voluntary scheme open to employees whose employment conditions (provided in the relevant industrial agreement) provide access to such an arrangement. Under the Arrangement an employee can purchase up to four weeks additional leave per year.

Access to the Arrangement will be subject to approval by the employer, taking into consideration operational requirements and the employee having met the requirements of the applicable Leave Management Policy.

The authority to approve applications to participate in the Arrangement shall be in accordance with the applicable Delegation and Authority Schedule.

Purchased Leave processes and decisions must be fully documented and satisfy the documentation requirements of the attached guidelines. Completed application forms must be filed on the employee's personal file.

The Arrangement will be managed and applied in accordance with the Purchased Leave Guidelines and the principles of procedural fairness.

DEFINITION

Purchased Leave:

Purchased Leave is additional leave "purchased" by setting aside a portion of salary to facilitate payment during the time it is taken.

OBJECTIVES

The Arrangement is designed to:

- provide eligible employees with an option to self fund an extra period of leave of up to 4 weeks per year;
- Assist employees reconcile life and work interests/obligations or provide time to pursue sport, study, training or lifestyle options; and
- Assist in the attraction and retention of valued employees.

ELIGIBILITY

The Arrangement is available to employees of the Department of Health depending on their employment conditions outlined in the relevant industrial agreement and subject to agreement by their employer.

The following industrial agreements contain the Purchased Leave Arrangement:

- The Public Service General Agreement 2002;
- The Government Officers Salaries, Allowances Conditions General Agreement 2002;
- The Engineering and Building Services Agreements 2002;
- The Hospital Salaried Officers Enterprise Agreements 2001;
- The Medical Practitioners AMA Industrial Agreements 2002; and
- The WA Government Health Services (Australian Liquor, Hospitality and Miscellaneous Workers Union) Agreement 2002.

Purchased Leave is available to all permanent full time and part time employees employed under an industrial agreement that provides for a Purchased Leave Arrangement. Employees employed on a fixed term contract of 3 months or greater may participate in the Arrangement for a period that does not extend beyond the expiry date of their fixed term contract.

Employees on secondment, transfer or promotion, who would be eligible to join the Arrangement within both their home agency and host agency, may, with the approval of both their home agency and host agency, commence or continue a Purchased Leave Arrangement. Approval will be subject to negotiation between employee and employer (home and host agency) and will be considered on a case by case basis depending on the circumstances.

Casual employees are not eligible to participate in the Arrangement.

SUPPORTING DOCUMENTS

Purchased Leave Guidelines

Appendix 1- Purchased Leave Application Form

Appendix 2 - Purchased Leave - Summary of relevant Award/Agreement Clauses

Appendix 3 - Impact on Employee Entitlements Purchased Leave and Deferred Salary

RELEVANT LEGISLATION

The Public Service General Agreement 2002

The Government Officers Salaries, Allowances and Conditions General Agreement 2002

The Engineering and Building Services Agreements 2002;

The Hospital Salaried Officers Enterprise Agreements 2001

The Medical Practitioners AMA Industrial Agreements 2002

The WA Government Health Services (Australian Liquor, Hospitality and Miscellaneous Workers Union) Agreement 2002

A library of industrial awards and agreements that govern employment in Western Australia's State health system is located at:

<http://www.health.wa.gov.au/awardsandagreements/>

RELATED DOCUMENTS

Leave Management Policies

Department of Consumer and Employment Protection Purchased Leave Guidelines (Circular to Departments and Authorities No. 11 of 2003):

http://www.docep.wa.gov.au/lr/LabourRelations/Media/cir11_03.pdf

IF YOU HAVE A QUERY

Employees who have any questions are to contact their supervisor or manager. Managers or supervisors with queries should contact their Human Resource Department.

ACCESSING POLICIES

Policies are located on:

- Health Workforce Link (<http://intranet.health.wa.gov.au/hwl>)
- Local Intranet

CONTINUOUS IMPROVEMENT

To maintain continuous improvement in the development of human resource policies, please refer any constructive feedback regarding this policy to the Policy Officer, Workplace Policy and Standards Branch at policyofficer@health.wa.gov.au

VERSION CONTROL

This document has been developed in accordance with the 'Department of Health's Human Resource Policy Development Framework'.

Date endorsed by Human Resource Management Committee: 12 January 2004

Date endorsed by State Health Management Team:

Policy effective date:

Policy review date: