



APPENDIX 3: PURCHASED LEAVE GUIDELINES

IMPACT ON EMPLOYEE ENTITLEMENTS PURCHASED LEAVE (48/52) AND DEFERRED SALARY SCHEME

Definitions:

Purchased Leave is additional leave “purchased” by setting aside a portion of salary to facilitate payment during the time it is taken. Purchased Leave is not additional annual leave.

The Deferred Salary Scheme requires five years participation, whereby an employee works for four years at 80% of salary and on completion of the fourth year is entitled to 12 months leave with fortnightly payments made to the employee.

Effect on Leave Entitlements:

Annual Leave	Annual leave taken during the operation of the schemes is paid at the reduced rate. <u>Deferred Salary Scheme</u> : The twelve months paid absence from work in the fifth year of the scheme includes the annual leave entitlement of 4 weeks for that year. Annual leave credits should be debited by 4 weeks. Note: AL entitlements do not accrue during the twelve months paid absence for employees under the Enrolled Nurses and Nursing Assistants EA or MHS Engineering and Building Services Award
Annual Leave Travel Concession (ALTC)	<u>48/52</u> : The ALTC is accessible to employees during the operation of the scheme. <u>Deferred Salary Scheme</u> : ALTC is available to employees during the fifth year of the scheme where employees have qualified for an ALTC. At the completion of the scheme, the fifth year is excised from the qualifying period to access an ALTC.
Annual Leave Loading (ALL)	ALL is paid on all annual leave taken during the operation of the schemes on the reduced salary. <u>48/52</u> : ALL is not paid on purchased leave. <u>Deferred Salary Scheme</u> : Employees will receive ALL for the annual leave entitlement of 4 weeks included in the fifth year of the scheme. The ALL should be paid in the first 4 weeks of the fifth year (where applicable).
Public Holidays and Public Service Holidays in lieu	<u>Deferred Salary Scheme</u> : Employees have no entitlement to public holidays and public service holidays in lieu during the fifth year of the scheme.
Long Service Leave (LSL)	Long service leave taken during the operation of the schemes is paid at the reduced rate. <u>48/52</u> : The accrual of LSL for employees under this scheme is not effected. <u>Deferred Salary Scheme</u> : On resumption after the fifth year of the scheme the accrual date for a LSL entitlement will be extended by seventy-three days Note: LSL entitlements do not accrue during the twelve months paid absence for employees under the MHS Engineering and Building Services Award.
Leave Cashed Out	Where an entitlement to have leave cashed out exists an employee will be paid at 100%
Sick Leave	Sick leave taken during the operation of the schemes is paid

	<p>at the reduced rate. Employees cannot substitute sick leave for illness or injury when on purchased leave.</p> <p><u>Deferred Salary Scheme</u>: On resumption after the fifth year of the scheme the anniversary date of sick leave accrual is extended by seventy-three days.</p> <p>Note: SL entitlements do not accrue during the twelve months paid absence for employees under the Enrolled Nurses and Nursing Assistants EA or MHS Engineering and Building Services Award</p>
Parental Leave	<p>Paid parental leave taken during the operation of the schemes will be paid at the reduced rate.</p> <p><u>48/52</u>: In order to access any period of unpaid parental leave, employees will need to withdraw from the scheme.</p> <p><u>Deferred Salary Scheme</u>: In order to access any period of unpaid parental leave during the first four years of the scheme will require a suspension of the scheme for a maximum of 12 months.</p> <p>Paid parental leave may be accessed prior to, but not during a period of absence on deferred leave.</p>
Other leave entitlements: bereavement, cultural, study leave, donor leave, military leave etc.	<p>Employees have no entitlement to other forms of paid leave while on purchased leave or deferred leave.</p>
Salary/Service Increments	<p><u>Deferred Salary Scheme</u>: During the fifth year of the scheme, the anniversary date for service increments is extended by seventy-three days and the new anniversary date for subsequent increments is maintained. Any increment or salary increase is payable on the resumption of work.</p>

Effect on Allowances:

Commuted Allowances	<p>When a commuted allowance is paid as an annual amount or percentage of salary and paid per fortnight, employees will receive the allowance at the reduced rate and during periods of purchased leave.</p>
Personal classification and/or salary maintenance	<p>When a personal classification or salary maintenance is paid, employees will receive the allowance at the reduced rate and during periods of purchased leave.</p>
District Allowance	<p>Employees shall only be paid district allowance for the period of the purchased leave or deferred leave if the employee, dependant/s or partial dependant/s remain in the district in which the employee's headquarters are located. The district allowance will be paid at 100%.</p> <p><u>Deferred Salary Scheme</u>: If employees do not reside in the district during the fifth year of the scheme they will not be paid the district allowance.</p>
Other allowances: Accommodation, Shift Penalties, On Call, Availability, Standby, meal, medical terminology, travel allowances etc	<p>These allowances are compensation in addition to the normal salary and are payable at the rate specified in the award. Where these allowances are referred to as a percentage of salary they are not calculated on the reduced rate.</p>

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Higher Duties Allowance (HDA) / Temporary Special Allowance (TSA)	The payment employees receive is the difference between the substantive salary and the salary the employee would receive if permanently appointed to the acting position under the award or agreement. HDA and TSA are not paid on purchased leave.
Overtime	Overtime is paid at the normal substantive salary not the reduced rate. This will also apply where overtime is referred to as a percentage of salary.
AMA Professional expenses, professional development and private practice allowance	Paid at the reduced rate. Payments such as facilities fees, administration costs and medical defence premiums are not reduced.