



## DEFERRED SALARY SCHEME POLICY

### SCOPE

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

- The Department of Health
- Metropolitan Health Services
- WA Country Health Service
- Women and Children's Health Service.

This is a system wide policy and supersedes all policies related to deferred salary arrangements in WA Health.

### POLICY STATEMENT

The Deferred Salary Scheme (the Scheme) is a voluntary scheme open to employees whose employment conditions (in the relevant industrial agreement) provide access to such a scheme.

Access to the Scheme will be subject to approval by the employer, taking into consideration operational requirements and the employee having satisfied the applicable leave management policy.

The authority to approve applications to participate in the Scheme shall be in accordance with the applicable delegation and authority schedule.

Access to the leave when it falls due will not unreasonably be refused by the employer, but in any case the leave shall be commenced within 6 months of it falling due.

The Scheme will be managed and applied in accordance with the Deferred Salary Scheme Guidelines (the Guidelines) and the principles of procedural fairness. Processes and decisions must be fully documented and satisfy the documentation requirements of the Guidelines. A completed application form must be filed on the employee's personal file.

## DEFINITIONS

### Deferred Salary Scheme:

The 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. The method of payment during the 5<sup>th</sup> year will depend on the provisions of the employee's industrial agreement. This is further described in the attached guidelines.

## OBJECTIVES

The Scheme is designed to:

- provide employees with an option to self fund a period of 12 months leave
- assist employees to reconcile life and work interests/obligations or provide time to pursue study, training or lifestyle options
- enhance productivity and job satisfaction by providing an effective career break option
- assist in the attraction and retention of valued employees.

## ELIGIBILITY

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

The Scheme is open to all permanent full time and part time employees as described in their industrial awards and agreements. Unless otherwise specified in their industrial agreement, employees employed on a fixed term contract of 5 years may participate in the Scheme.

Employees on secondment, transfer or promotion, who would be eligible to join the scheme within both their home agency and host agency may with the approval of both their home agency and host agency, commence or continue a Deferred Salary Scheme. 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 Scheme.

## SUPPORTING DOCUMENTS

Deferred Salary Scheme Guidelines

Appendix 1- Deferred Salary Scheme Application Form

## LEGISLATIVE BASE

Relevant industrial awards and agreements that govern employment in Western Australia's State health system as located at:

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

## RELATED DOCUMENTS

Leave Management Policies

## ACCESSING POLICIES

Policies are located on:

- Holii ([http://intranet.health.wa.gov.au/policies/doh\\_policy.cfm](http://intranet.health.wa.gov.au/policies/doh_policy.cfm))
- Health Workforce Link (<http://intranet.health.wa.gov.au/hwl>)
- Local Intranet

## 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.

## CONTINUOUS IMPROVEMENT

To ensure and maintain continuous improvement in the development of human resource policies, please refer any feedback on this policy and guidelines to the Policy Officer at [policyofficer@health.wa.gov.au](mailto:policyofficer@health.wa.gov.au)

## VERSION CONTROL

This document has been developed according to the WA Health's Human Resource Policy Development Framework.

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