

Flexible Leave Arrangements as at 1 August 2007

Flexible Annual Leave and Long Service Leave

- Take accrued annual or long service leave in shorter periods such as single days or weeks
- Take leave at half pay for double the period accrued
- Take double pay for half the period accrued
- Take leave to coincide with family responsibilities such as school holidays or planned family holidays
- Take leave to take care of a dependent family member
- Must have agreement of your Manager
- Hospital salaried officers may access pro rata LSL after completing at least fifteen (15) years service with WA Health and access pro rata LSL within seven (7) years of their preservation age
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Leave Without Pay

- Take a period of unpaid leave
- You may be required to clear annual leave and long service leave entitlements before commencing leave without pay
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Short Leave/Emergency Leave

- Take short leave on full pay
- Take leave to attend to an emergency situation
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Emergency Service Leave

- Paid leave of absence for attendances at emergencies
- Applies to active volunteer members of:
 - State Emergency Service
 - St John Ambulance Brigade
 - Volunteer Fire and Rescue Service
 - Bush Fire Brigade
 - Volunteer Marine Rescue Service

- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Study Leave

- Study or development leave may be granted to undertake educational, developmental or similar activity
- To enhance your capacity to contribute to the business aims of the Department of Health
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Carers or Family Leave

- Use your sick leave days to be the primary care giver of a member of your family or household who is ill or injured
- Casual employees are entitled to take up to two (2) days unpaid carer's leave per occasion to provide care and support to a family or household member due to the birth of a child by the member
- Subject to the conditions of your industrial agreement

Parental Leave (paid and unpaid)

- Take up to fifty two (52) weeks of unpaid parental leave in respect to the birth or adoption of a child. Eligible casual employees are entitled to take unpaid parental leave.
- Non-primary care giver shall be entitled to one (1) week unpaid partner leave taken at the time of the birth or adoption of a child
- From 1 July 2007, public sector employees are entitled to twelve (12) weeks paid parental leave, increasing to fourteen (14) weeks from 1 July 2008.
- Extend the period of leave by up to two (2) years without pay
- Further information on Paid Parental Leave
(Circular to Departments and Authorities no.12 of 2006)

Bereavement Leave

- Paid bereavement leave on the death of a member of your family or household.
- Subject to the conditions of your industrial agreement

Cultural/Ceremonial Leave

- Time off without loss of pay for cultural/ceremonial purposes
- Leave is deducted from:
 - annual leave entitlements
 - accrued days off
 - TOIL
 - short leave

- Time off without pay may also be granted
- Subject to sufficient leave credits being available
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Blood/Plasma - Organ/Tissue Donors Leave

- Time away from the workplace in order to donate blood or plasma to the Red Cross Blood Centre
- Up to six (6) weeks paid leave for purpose of donating an organ or body tissue
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Leave for Training with Defence Force Reserves

- Leave of absence if you are a volunteer member of the defence force reserves or the Cadet Force for the purpose of:
 - attending a training camp
 - school
 - class
 - course
- Subject to the requirements of your position and/or work area and the conditions of your industrial agreement

Cashing Out Leave Entitlements

- Payment in lieu of taking accrued Annual and Long Service Leave entitlements
- Subject to the conditions of your industrial agreement

Purchased Leave

- Purchase an extra period of paid leave of up to four (4) weeks per year
- The extra leave is averaged and paid over the full year
- Subject to the conditions of applicable industrial agreements
- Further information on the [Purchased Leave Policy](#)

Deferred Salary Scheme

- Work for four (4) years at 80% of salary
- Take twelve (12) months paid leave
- Subject to the conditions of applicable industrial agreements
- Further information on the [Deferred Salary Scheme](#)