Government of Western Australia
Department of Health

Industrial Relations Directive

Reference: IRD 07/2024
Effective from: 9 July 2024

Excess Leave Management for Senior Medical Practitioners

Intention

This Industrial Relations Directive (IRD) provides direction for cashing out excess annual leave or excess long service leave for Senior Medical Practitioners (SMPs) in accordance with the WA Health System – Medical Practitioners – AMA Industrial Agreement 2022 (Agreement).

This IRD is in alignment and to be read in conjunction with MP 0100/18 *Management of Accrued Leave Policy*, and the Department of Energy, Mines, Industry Regulation and Safety, Government Sector Labour Relations' (GSLR) Policy Statement – *Management of Accrued Leave in the Public Sector*.

This IRD supports the application of MP 0025/16 *Industrial Relations Policy.*

Applicability

This IRD is applicable to WA Health Entities who employ SMPs.

This IRD is not applicable to medical practitioners employed pursuant to the *WA Health System – Medical Practitioners (Clinical Academics) AMA Industrial Agreement 2022* or its replacement.

Direction

Relevant provisions in the Agreement provide for SMPs to cash out excess annual leave or excess long service leave.

If excess annual leave or excess long service leave is cashed out under an approved Employee Leave Management Plan, any applicable Arrangement A private practice income allowance and professional development allowance must also be paid. Payment must be made in the same terms as would have applied if that period of annual leave or long service leave cashed out had been taken rather than cashed out.

There is no entitlement to have any allowance, expressed as an annual allowance payable during a period of leave (including but not limited to private practice income allowance and professional development allowance) paid when accrued and pro rata leave is paid out on separation of employment (e.g. expiry of fixed term contract or retirement).

HSPs must make any Employee Leave Management Plan available to the System Manager upon request.

Related documents

The following documents are mandatory to the application of this IRD:

- MP 0100/18 Management of Accrued Leave Policy
- GSLR Policy Statement – Management of Accrued Leave in the Public Sector
- Employee Leave Management Plan

Definitions

The following definition(s) are relevant to this IRD.

Term	Definition
Employee Leave Management Plan	An agreed plan between the employee and employer detailing how excess leave will be managed and cleared.
Excess Leave	An annual leave balance in excess of two accrued entitlements and/or a long service leave balance which remains two years after the date of entitlement subject to the relevant industrial instrument.
Senior Medical Practitioners	Medical practitioners employed pursuant to classifications under Part 3 – Senior Practitioners of the Agreement.
WA Health Entities	WA Health Entities Include: (i) Health Service Providers as established by an order made under section 32 (1)(b) of the *Health Services Act 2016*. (ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the *Public Sector Management Act 1994.*

Contact

Enquiries relating to this IRD should be directed to the System-wide Industrial Relations team via SWIR.Administration@health.wa.gov.au

Approval

Approval by	Justine Withers, Director, System-wide Industrial Relations Directorate, Strategy and Governance Division, Department of Health
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