

# Australian Defence Force Reserve Service Policy

L2S Engineering Pty Ltd (**L2SE**) is committed to supporting employees who are members of the Australian Defence Force (**ADF**) Reserves. The following ADF Reserve Service Leave Policy offers recognition through special leave conditions and applies to all employees who have formally advised L2SE that they are members of the ADF Reserves.

L2SE recognises that service in the ADF Reserves involves a significant commitment of an employee's personal time. The annual commitment of an individual Reservist varies significantly depending on their specialisation, experience and skills. Consequently, this may affect the frequency and duration of service they undertake and the amount of notice provided.

## Responsibilities and actions for L2SE

Ensure that all relevant Managers and Supervisors familiarise themselves with the L2SE ADF Reserve Service Leave Policy and where necessary, the provisions under the Defence Reserve Service (Protection) Act 2001. Provide up to 14 days of ADF Reserve service leave without pay. Provide an additional 14 days leave on leave without pay in the first year of ADF Reserve service to allow the employee to complete his or her common induction training requirements.

For other periods of ADF Reserve service in excess to the ADF Reserve leave provided by L2SE, employees may elect to take:

- leave without pay;
- annual leave;
- long service leave;
- other forms of accrued leave entitlements; or
- a combination of the above to cover the required period of absence.

Following a 12 month qualifying period, part time and casual employees may be entitled to paid ADF Reserve service leave on a pro rata basis, determined on an individual basis. ADF Reserve service leave is based on a financial year and is in addition to any other forms of accrued leave (e.g. Annual Leave, Long Service Leave etc). ADF Reserve service leave is not cumulative and cannot be carried over to the following year.

Up to six weeks of ADF Reserve service leave per year is to be treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc). The six weeks can be made up of a single block or a number of occasions.

L2SE may contact the ADF Unit point of contact provided by the employee to discuss possible alternative options when the absence of an employee will cause a significant and serious impact on the Employer's operational requirements. L2SE may be eligible to claim Employer Support Payments (**ESP**).

## Responsibilities and actions for eligible employees

Notify L2SE of their ADF Reserve status when they first become an employee or when they first become a Reservist if they are already employed. Provide L2SE with relevant information about the supportive initiatives available to them including assistance with accessing the Defence Reserve Support website.

Inform L2SE at the beginning of each working year, of their anticipated ADF Reserve service commitments for the next 6-12months, even when specific dates are unknown. Once specific dates become available, the employee should notify L2SE at the earliest practicable opportunity.

Provide L2SE with written ADF notification before and after the requirement to provide ADF Reserve service. The written notification is to be included with the leave application.

Attempt to resolve ADF Reserve service related issues at the lowest appropriate level, e.g. immediate supervisor prior to contacting the Office of Reserve Service Protection. When an internal resolution is unsuccessful, the employee should utilise any internal grievance or dispute resolution process. The employee should also provide L2SE with the details of an appropriate ADF Reserve Unit point of contact. Assist L2SE to complete the necessary ADF ESP Scheme documentation when assistance is requested.



Joe Czeschka

Managing Director