



DEFENCE RESERVES SUPPORT

Supporting Australia's Reservists and their Employers

APPLYING FOR LEAVE

Reservists must be released to undertake Reserve service, including training without disadvantage under the *Defence Reserve Service (Protection) Act 2001*.

When you undertake Reserve service, you can not be forced to use your annual or long service leave with your civilian employer however, you may choose to do so.

To reduce the impact your absence will have on your employer, you need to give them as much notice as possible and, if possible, be flexible with your Defence leave dates.

Leave periods required

The amount of leave you may need to apply for when required to undertake Reserve service will vary.

Leave for Defence service can include:

- initial recruit training
- Initial employment training;
- annual exercises / camps;
- specialist courses
- deployment for service
- general Reserve service

What you can do to help your employer

Have a written plan in place before approaching your employer to ask for leave.

1. Speak with your ADF Unit to discuss your possible ADF Reserve service commitments for the next 6-12 months.
2. Plan your intended Reserve service around your civilian commitments, where possible and schedule a meeting with your manager to discuss your intended ADF Reserve service commitments for the next 6-12 months.

3. Inform your employer of all the benefits that your Reserve service will bring back to your civilian employment by providing copy of the Defence Reserves Support Business Benefits Brochure.
4. Inform your manager that you will provide them with written notification from the ADF each time you are required to undertake ADF Reserve service. In most cases this notification will be on an AE 380, Tri Service Notification or a letter from Defence.
5. Inform your manager of the Employer Support Payment Scheme (ESPS) and that they may be eligible to claim while you're undertaking Reserve Service.
6. Complete your internal leave form before the meeting, so it's ready for your manager's approval. Attach your AE 380, Tri Service Notification or letter to your leave application.
7. Try to negotiate dates and times. If the timing for your leave doesn't suit your employer, consider alternative solutions if possible.
8. Whenever possible, do not cancel a course or other period of Defence service if your leave has already been arranged / approved by your employer. In the event that you have to cancel approved leave, ask a senior member from your ADF chain of command to make a courteous call to your employer to explain why the change has taken place. This will be highly regarded by your employer and make it easier for you to re-schedule your leave.
9. **Important** If your employer has refused to release you or you feel that you have been unfairly treated in relation to your Reserve service. Let your ADF unit know and seek their support. Both you and your ADF unit can contact ORSP (on 1800 671 998) for assistance and guidance on how best to resolve potential issues with your employer.
10. **Remember** always thank them for their support. Why not consider putting your employer forward for an award as a supportive employer?

How do I find out more information?

1800 803 485

www.defencereservessupport.gov.au

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