

Bureau Leave Entitlements

Recreation Leave

Recreation leave accrues daily and is credited on the first day of every month, subject to the days that count for service and the normal fortnightly hours. For example, a fulltime employee with a full month's service is credited with 12.25 hours Recreation leave on the first day of the following month. Over 12 months this equates to 147 Hours.

Part-time employees receive a proportional credit based on the roster(s) in the previous month.

Employees working shiftwork and in some locations may accrue additional entitlements.

Any extended period of leave without pay (LWOP) can reduce the credit of recreation leave due.

Sick Leave

On engagement you receive a sick leave credit of 3 weeks leave on full pay. Further credits of sick leave accrue on the anniversary of your engagement unless the accrual date is deferred by periods of leave without pay that do not count as service. This date may also vary if you have prior service, which is recognised for sick leave purposes.

Each year you may be granted up to five days paid sick leave without the need to provide a medical certificate. You should note that no more than three continuous days sick leave can be taken without the production of a medical certificate.

Sick leave credits (apart from the 5 days without a medical certificate) accumulate without limitation throughout your period of engagement.

Personal Leave

Staff are entitled to receive a total credit of 8 days paid non-cumulative *Personal Leave* for the calendar year. This leave is available to employees for the purpose of:

- caring for, and support of, members of the employee's family;
- bereavement on the occasion of the death a family member;
- uplift/delivery of furniture and effects for employees transferred in the public interest;
- household emergencies - for the period needed to secure the property and prevent further damage;
- natural disasters;
- occasions when the employee's home is partly or wholly uninhabitable for health and safety reasons as the result of a disaster.

Other Leave

There are various other leave entitlements available with accompanying conditions of accrual and usage. Examples of these leave types are:

- Long Service Leave
- Leave Without Pay
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Study Leave