

Defence Reserve Leave Guideline

What is it?

This resource will help you find answers to common questions about defence reserve leave.

Who is this for?

All continuing and fixed-term employees of RMIT University, covered by the *RMIT University Enterprise Agreement 2018 (University Agreement)* and *RMIT Vocational Education Workplace Agreement 2019 (VE Agreement)*.

Am I entitled to defence reserve leave? How much?

All continuing and fixed-term employees, covered by the University Agreement and VE Agreement, who are in the Defence Reserves are entitled to:

- two weeks of paid leave each calendar year for attendance at an annual training camp;
- four days of paid leave the same purpose on the certification of the unit's Commanding Officer.

Continuing and fixed-term employees of RMIT University, covered by the University Agreement are entitled to an additional two weeks leave in any one year for up to two schools, classes or courses conducted by or on behalf of the Defence Reserves during which the University will pay the difference between your normal salary and any pay you receive from the Defence Reserves.

How do I go about taking defence reserve leave?

You should talk to your manager and provide as much notice as possible of the timing of the leave period.

You must apply for leave before the leave commences and enter it into Workday.

You may also be required to provide evidence of your attendance at Defence Reserves activities when you return to work.

More information

- Find your agreement or award here: [Enterprise Agreements and Bargaining](#)
- Apply for leave in Workday
- For further information or to log a ticket, contact [People Connect](#)

Document history	Version	Effective date	Authority	Author
1.0		16 October 2023	Leave and Public Holidays Policy	Policy and Workplace Relations