

# 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 2024 (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, who serve in the Australian Defence Force Reserves are entitled to:

- up to two weeks of paid leave each calendar year for attendance at an annual exercises or camps; and
- a further four days of paid leave for the same purpose, subject to the University receiving certification from the unit's Commanding Officer.

Where you require additional leave for purposes directly relevant to your role in the Defence Reserves you may access your annual leave or long service leave. You may also elect to take this period as Leave without Pay and may do so without the requirement to exhaust any available paid leave entitlements.

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

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

## 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 <b>Version</b>	<b>Effective date</b>	<b>Authority</b>	<b>Author</b>
1.0	16 October 2023	Leave and Public Holidays Policy	Policy and Workplace Relations
2.0	29 November 2024	Leave and Public Holidays Policy	Principal Advisor