



WHAT YOU NEED TO KNOW

# LEAVE (PART 2)

# What you need to know



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## What types of leave other than annual and sick leave are available to me as a doctor in training?

There are numerous types of leave available to you as a doctor in training. In this edition we will look at the following types of leave entitlements:

- Allocated Day Off
- Maternity/Adoption/Parental Leave
- Family Violence Leave
- Long Service Leave
- Study Leave
- Leave Without Pay
- Special/Other Leave

## ALLOCATED DAY OFF

### What is an Allocated Day Off or ADO?

An ADO is accumulated over a calendar month. As a full-time employee, you are employed to work 38 hours per week but will be rostered to work 40. The additional 2 hours per week accumulate to 1 ADO per calendar month.

### How many ADO's am I entitled to?

A full-time employee is entitled to 12 ADOs per year.

### When can I take an ADO?

Your roster should include one ADO per month. Your supervisor should make sure that you are able to take your ADO each month. Generally, you can only accumulate a maximum of three ADOs.

### If I have accumulated two or three ADOs, can I take these together?

No. ADOs cannot be taken consecutively.

### Can I take half-ADOs?

No. ADOs may only be taken in whole days.

### My rotation has finished, and I haven't used my ADOs. What happens to my ADOs?

If you have unused ADOs at the end of a rotation, these ADOs must either be taken or paid out. If they are paid out, they should be paid at ordinary time rates for the first three ADOs and at appropriate overtime rates for any additional ADOs thereafter.

### I'm leaving my LHD, what happens to my ADOs?

Where you start a new rotation with a different LHD, the LHD from which you have rotated must either allow you to take your ADOs or pay out any accrued or untaken ADOs before you commence the new rotation. There is no transfer of untaken ADOs between Districts.

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## MATERNITY/ADOPTION/PARENTAL LEAVE

### Who is eligible for maternity/adoption/parental leave?

To be eligible for paid maternity, adoption or parental leave a full-time or permanent part-time employee must have completed at least 40 weeks continuous service prior to the expected date of birth or prior to taking custody of a child.

### How much maternity/adoption/parental leave am I entitled to?

Eligible employees are entitled to **14 weeks** paid maternity/adoption leave (paid at the ordinary rate of pay).

Employees entitled to paid maternity leave are entitled to a further period of unpaid leave for up to **12 months** after the child's date of birth. Staff not entitled to paid leave are entitled to unpaid for leave for up to 12 months.

Annual and long service leave can be taken with maternity/adoption/parental leave.

### I intend to take maternity/adoption/parental leave. What do I need to do?

You need to notify your employer in writing as early as possible. It is probably best to provide a copy of this to both your supervisor and the JMO manager.

### How much notice do I need to provide?

Maternity Leave	Minimum 8 weeks notice
Adoption Leave	As soon as practicable
Parental Leave	Minimum 4 weeks notice

As mentioned it's generally a good idea to provide as much notice as you can however you must meet the minimum requirements.

### I am concerned about completing my role now that I am pregnant. What should I do?

Speak to your JMO manager in the first instance. Transferring to a safe job is available if you are pregnant and fit for work, but it is inadvisable for you to continue in your current position because of illness or risks in your position.

### Will I be able to return to my former position when I return from maternity/adoption/parental leave?

Yes. An employee returning from maternity leave has the right to resume their former position.

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## I have already commenced maternity/adoption/parental leave, can I change the amount of leave I want to take?

Yes, you can vary the period of leave once without the consent of your employer. Notice must be given in writing at least 14 days before the start of the extended period. An employer may accept less notice.

## I have varied my maternity/adoption/parental leave once, can I make another change?

Any further extension of your maternity leave will require the agreement of your employer. Contact your supervisor or the JMO Manager to enquire about applying for an extension.

## Can I return to work on a part time basis?

Yes, you can request to return to work on a part time basis. These requests should be made as early as possible, with a minimum of 4 weeks' notice.

## What factors will be taken into consideration if I make a request to return to work part time?

Your employer will consider your request taking into account your particular circumstances. If your request is genuinely based on your parental responsibilities, then the request can only be refused on grounds related to the effect on the workplace. These might include cost or lack of adequate replacement staff.

## FAMILY VIOLENCE LEAVE

### What is family violence leave?

If you are experiencing family or domestic violence, there are leave options available to you.

Where there is an existing arrangement for paid domestic and family violence leave in an industrial instrument (e.g. your **Award**), NSW government sector employees will have access to the more beneficial arrangement (but not both).

Your **Award** currently provides 5 days paid family violence leave with various conditions, therefore the family violence leave available to NSW government sector employees is currently more beneficial than that of the Award.

### Can you explain the family violence leave entitlement for NSW government sector employees?

From 1 January 2019, NSW government sector employees (including those employed by NSW Health) have access to 10 days' paid domestic and family violence leave per calendar year. This leave is non-cumulative and can be taken in part-days, single days or consecutive days.

This leave can be accessed without the need to exhaust other existing leave entitlements first.

Both ongoing and temporary employees are entitled to the leave. Temporary and part-time employees will be entitled to the leave on a pro-rata basis.

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## When can I use family violence leave?

Family violence leave is available to you for purposes including:

- Seeking safe accommodation
- Attending medical, legal, police or counselling appointments relating to their experience of domestic and family violence
- Attending court and other legal proceedings relating to their experience of domestic and family violence
- Organising alternative care or education arrangements for your children
- Other related purposes approved by the agency head.

## What evidence do I need to provide to access family violence leave?

You can provide your manager with a range of relevant evidence including:

- A provisional, interim or final Apprehended Violence Order (AVO)
- A certificate of conviction
- A family law injunction
- A medical certificate
- An agreed document issued by the Police Force, a court, a domestic violence support service or a member of the legal profession.

## What other options are available if I am experiencing domestic or family violence?

Other initiatives to support victims of domestic and family violence to continue to participate in the workforce include:

- Flexible working arrangements, including changes to start and finish times
- Changes to work location where practicable
- Changing work email address and/or phone number
- Access to an employee assistance provider support to you and your immediate family
- Workplace support and role adjustments.

Further information is about the NSW government sector employees family violence leave is available at [M2018-03 Support for Employees Experiencing Domestic or Family Violence](#).

## LONG SERVICE LEAVE

### When am I entitled to long service leave?

You are entitled to 2 months long service leave on full pay after 10 years of service.

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## I haven't worked with my employer for 10 years, could I still be entitled to some long service leave?

Yes, under some circumstances.

If you have at least 5 years' service (but less than 7 years' service) and are terminated by the employer for any reason other than serious and wilful misconduct, or if you resign from your employment on account of illness, incapacity or domestic or other pressing necessity, you are entitled to a pro rata payment for long service leave on the basis of 2 months' leave for 10 years' service.

If you have at least 7 years' service (but less than 10 years' service) you are entitled to a pro-rata period of long service leave. This is accrued on the basis of 2 months' long service leave at full pay for 10 years' service.

If applicable, on termination from the NSW Health Service you are entitled to receive the monetary value of all long service leave accrued and not taken at the date of termination.

## I am entitled to long service leave. Do I need to take it on full pay?

No. If you have an entitlement to long service leave you may elect to access the entitlement on full pay, half pay or on double pay. Depending on the pay type this will of course vary the duration of the leave.

## When can I take my long service leave?

Long service leave shall be taken at a time mutually agreed between the employer and the employee.

## STUDY LEAVE

### I'm an intern, am I entitled to study leave?

No. Under the **Award**, interns are not entitled to study leave.

### What can study leave be used for?

Your employer may grant paid study leave to undertake face-to-face courses or study for exams.

Study leave must be applied for in advance and may be granted at the discretion of your employer.

### Does study leave accrue?

Yes. Study leave may accrue to a maximum of 7 working days in a year.

If you have continuous service of more than 1 year, you may accrue study leave up to a maximum of 14 days.

### Will study leave count towards overtime worked?

No. When you are on study leave, this will not be taken into account for the purposes of calculating overtime payments.

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## LEAVE WITHOUT PAY

### Am I entitled to leave without pay?

Yes. Although not common, you can apply for and may be granted up to 3 years' leave without pay subject to the following conditions:

- A good and sufficient reason for the leave is shown and the relevant manager is satisfied that you intend to resume duty on the expiration of the leave.
- Your conduct and services are satisfactory.

### When taking leave without pay, do I need to use annual leave in the first instance?

Not necessarily, although you may be asked to use any excess annual leave or accrued ADOs before taking leave without pay.

### What else do I need to know about leave without pay?

When considering an application to take leave without pay, it is important to note that leave without pay can impact the accrual of leave entitlements and salary increments.

## SPECIAL/OTHER LEAVE

### Are there any other types of leave available to me?

Yes. The NSW Health **Leave Matters for the NSW Health Service** Policy Directive provides comprehensive detail on a number of other types of special leave that may be granted.

You may be entitled to leave for a variety of other reasons including, but not limited to:

- Observing Days of Religious Significance
- Jury Duty
- Olympic and Commonwealth Games
- Volunteer Members of Emergency Organisations
- NAIDOC Week
- Witness at Court
- Defence Force Duties
- Trade Union Leave

Only some of the leave types listed above may be granted as paid leave. You should submit a written application to your supervisor and/or the JMO Manager for any of these types of leave.



## MORE INFORMATION

The **Award** and NSW Health **Policy Directive** also provide more detailed information on leave.

This information is for general guidance only and should not be used as a substitute for obtaining specific assistance or advice.  
AMA (NSW) will not be liable for any decision made or action taken in reliance on the information in this document.  
The information included in this document was collated citing the Public Hospital Medical Officers (State) Award 2019 and NSW Health Policy Directive PD2019\_010 – Leave Matters for the NSW Health Service.



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