

Community Service Leave

All employees, including casual employees, are entitled to take community service leave from the first day of their employment. Community service leave is to be utilised for activities such as:

- Voluntary emergency management activities;
- Jury duty (including attendance for jury selection).

With the exception of jury duty, community service leave is unpaid. Further information regarding Jury Duty is provided in a separate policy in HR Central.

Voluntary emergency management activity

An employee cannot simply choose to assist in an emergency. The employee can engage in a voluntary emergency management activity if:

- The employee is a member of, or has a member-like association with a recognised emergency management body;
- The activity involves dealing with an emergency or natural disaster;
- The employee engages in the activity on a voluntary basis;
- The employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted.

A recognised emergency management body is defined as:

- A body that has a role or function under a plan that is for coping with emergencies / natural disasters (prepared by the Commonwealth or a state or territory);
- A fire-fighting, civil defence or rescue body;
- Any other body which is mainly involved in responding to an emergency or natural disaster.

Examples of emergency management bodies include:

- The State Emergency Service (SES);
- Country Fire Authority (CFA);
- The RSPCA (in respect of animal rescue during emergencies or natural disasters).

How much Community Service Leave am I entitled to?

There is no limit on the amount of community service leave an employee can take. Community service leave does not accrue, as it is based on external events.

An employee is entitled to be absent from work while they are undertaking the emergency management activity, as well as any associated travel time and reasonable rest time immediately following the activity.

Notice and evidence requirements

If you wish to take community service leave you must provide:

- Notice of the absence as soon as possible (this may be after the leave starts);
- The period or expected period of absence.

We may request you to provide evidence that you're entitled to community service leave.