

# RECOVERY LEAVE FOR SENIOR OFFICER GRADES A AND B (OR EQUIVALENT) POLICY

## PURPOSE

1. To advise of the new Recovery Leave arrangements for Senior Officer Grades (SOG) A and B (or equivalent) as provided for in most ACTPS Enterprise Agreements.

## APPLICATION

2. This policy contains a set of whole-of-government instructions issued by the Head of Service under the Public Sector Management Act 1994 which binds all employees and officers engaged under that Act.

## PROVISION

3. Recovery Leave applies to SOG A and B employees (or equivalent), who may be required to work extensive hours over a significant period because of the nature of their duties and responsibilities. Attachment A provides a list of SOG A and B equivalent classifications.
4. Working arrangements, including working hours, for a SOG A or B (or equivalent) employee are to be agreed between the employee and their manager/supervisor. The few odd hours worked here or there above the agreed working hours will not be considered significant or excessive and Recovery Leave is not appropriate in such instances (i.e. Recovery Leave is not a substitute for flex time).
5. What is considered to be excessive hours will vary dependent upon the particular work environment. Examples of instances where excessive hours may be worked over a significant period of time include: meeting critical deadlines; in times of peak workload; taking on new projects in addition to routine duties; and continuing to meet work output requirements when the team is under-resourced.

## ENTITLEMENT

6. Eligible employees will receive a credit of five days non-cumulative Recovery Leave on 1 April each year. Unlike other leave types such as Annual Leave, access to this credit is not an entitlement; the credit is only to be utilised in the event that extensive hours over a significant period of time are worked.

7. Eligible employees who commence after 1 April each year will receive a pro-rata entitlement rounded up to the nearest whole day. Recovery Leave cannot be banked and is not paid out upon termination of employment.
8. Recovery Leave must be taken in whole days and no more than two days per instance of the leave may be taken. Recovery Leave must be taken at an agreed time within 12 months of crediting, or it will lapse.

## **APPLYING FOR RECOVERY LEAVE**

9. HR21 can be used to apply for Recovery Leave. Applications are forwarded to the delegate for approval. Applicants should note that approval of Recovery Leave is not mandatory and approval will only where the delegate is satisfied that there is sufficient evidence extensive hours have been recently worked.
10. It is not appropriate to apply for Recovery Leave a significant period of time after the instance of extensive workload has ceased. Nor should it be taken to extend annual or long service leave. For example, it is not appropriate to apply for Recovery Leave adjacent to previously planned and approved leave (i.e. two days of Recovery Leave immediately prior to the planned leave, and two days of Recover Leave immediately following the planned leave). The exception to this is that if the excessive hours occurred immediately before a planned and approved period of leave, it may be appropriate to apply for a period of Recovery Leave in the lead up to the planned leave.
11. Applications for Recovery Leave may be rejected due to operational reasons. If this occurs, the employee and their supervisor/manager are to determine an alternate mutually agreeable time to take the Recovery Leave.

## **GRANTING RECOVERY LEAVE**

12. As the purpose of Recovery Leave is to provide employees with an opportunity to recover from periods of extensive workload, applications for recovery leave should only be granted in instances where it is clearly associated with a period of excessive workload.
13. Approval of Recovery Leave is discretionary and applications may be refused if the applicant cannot substantiate their claim with reasonable evidence that they have worked extensive hours. Acceptable evidence may include the provision of a record of the employee's working hours, which demonstrates extensive working hours over a significant period of time.

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Bronwen Overton-Clarke  
Commissioner for Public Administration  
on behalf of Kathy Leigh, Head of Service

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**SOG A and B Equivalent Classifications**

- Band 2 – Senior Audit Manager
- Public Affairs Officer 3 (only for staff on the top two pay points) (PAO 3)
- Senior Public Affairs Officer 1 (SPA0 1)
- Senior Public Affairs Officer 2 (SPA0 2)
- Senior Information Technology Officer A (SITO A)
- Senior Information Technology Officer B (SITO B)
- Senior Professional Officer A (SPO A)
- Senior Professional Officer B (SPO B)
- Health Professional 5 (HP 5)
- Health Professional 6 (HP 6)
- Infrastructure Officer 4
- Infrastructure Officer 5
- Radiation Therapist 4
- Radiation Therapist 5
- Senior Medical Physics Specialist
- Legal 2
- Assistant Parliamentary Counsel 2
- Assistant Parliamentary Counsel 3
- Government Solicitor 2 (from 1/4/15)
- Ambulance Manager 2
- Ambulance Manager 3
- Capital Linen Service Band 9
- Senior Officer (Technical) Grade B (STO B)
- Veterinary Officer Level 3

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