

## 6/2025 – EFFECTS OF GRANTS OF LEAVE

### Application

1. This Circular applies to the Western Australian “public service” as defined in the *Public Sector Management Act 1994* (WA).

### Background

2. The effect of different leave types for the public service is currently prescribed in applicable awards, industrial agreements and *Administrative Instruction 610 – Effects of grants of leave* (AI610).
3. Government Sector Labour Relations is moving to consolidate these provisions in the relevant industrial instruments.

### Instruction

4. In the interim, where an industrial instrument:
  - a. references AI610, an agency must apply the provisions in **Attachment A**.
  - b. is inconsistent with – and provides a better entitlement than **Attachment A** – the industrial instrument provisions prevail.
  - c. is silent on the scenarios detailed in **Attachment A**, an agency is to continue applying existing business rules.
5. Public service industrial agreements will be amended to reflect the provisions in **Attachment A**.

### Further advice

6. Please contact your [Labour Relations Adviser](#) should you require further information.



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**Government Sector Labour Relations**

**Issue date:** 26 August 2025  
**Review date:** 26 February 2026

## Effects of Grants of Leave

Leave Granted	Salary Increments	Sick Leave Accrual	Long Service Leave Accrual	Annual Leave Accrual
Annual Leave	No effect.			
Long Service Leave	No effect.	No effect.	Any period of absence on long service leave is excised from qualifying leave.	No effect.
Defence Forces Leave	No effect.			
Sick Leave on Full or Half Pay	No effect.			
Sick Leave Without Pay	<p><b>Ill health or injury</b></p> <p>Sick leave without pay not exceeding a period of three months in a continuous absence has no effect.</p> <p>Where a period of sick leave without pay exceeds three months in a continuous absence, the period in excess of three months is excised from qualifying service.</p> <p><b>Workers' Compensation</b></p> <p>A period of sick leave without pay granted to an officer on account of an illness compensable under the provisions of the <i>Workers' Compensation and Injury Management Act 2023</i> does not affect the anniversary date of sick leave credits, long service leave entitlements or annual leave entitlements. For the purposes of salary increments, periods of leave longer than six months are excised from qualifying service.</p> <p>NB: Salary increments payable according to age are not affected by any period of sick leave without pay.</p>			

### Effects of Grants of Leave

Leave Granted	Salary Increments	Sick Leave Accrual	Long Service Leave Accrual	Annual Leave Accrual
Leave Without Pay	<p>Leave without pay and suspension from duty without pay exceeding 14 days in a continuous period is excised in full from qualifying service.</p> <p>Salary increments payable according to age are not affected by any period of leave without pay.</p>	<p>Leave without pay and suspension from duty without pay exceeding 14 days in a continuous period is excised in full from qualifying service.</p> <p>The only exception to this requirement is – Except where leave without pay is approved for the purpose of fulfilling an obligation by the Government of Western Australia to provide staff for a particular assignment external to the Public Sector of Western Australia.</p>	<p>Leave without pay and suspension from duty without pay which exceed 14 days in a continuous period is excised in full from qualifying service.</p>	<p>Leave without pay and suspension from duty without pay which exceed 14 days in a continuous period is excised in full from qualifying service.</p>
Leave Without Pay – Full Time Study	Where the chief executive officer agrees to grant leave without pay for full time studies, the officer who is granted leave without pay shall not have the absence count as qualifying service for leave purposes, unless the officer undertakes the study as a form of award or scholarship which has been competed for in which case consideration may be given to the absence counting as qualifying service for all purposes except annual leave.			
Leave Without Pay – Australian Institute of Sport Scholarship	An officer who is granted leave without pay to accept a scholarship from the Australian Institute of Sport shall have that absence count as qualifying service for all purposes except annual leave.			