



## PURCHASED LEAVE - FAQ

*Is there any way I can purchase more leave?*

**Answer:**

Yes, additional leave can be purchased through the Purchased Leave scheme. This is outlined in the [Employee Funded Additional leave policy](#). Purchased leave is designed as a benefit for employees who will not have enough accrued annual recreation leave or long service leave for the 12 month period.

*How does purchased leave work at UWA?*

**Answer:**

Purchased leave is a scheme which provides the flexibility for employees enables you to fund an additional period of leave (up to a maximum of eight weeks per year) by reducing your fortnightly salary. You are effectively taking leave without pay but instead of taking the financial hit in one go, it spreads the cost over 12 months.

As with all leave, approval from the appropriate delegate is required and participation is for 12 months (you must have at least 12 months remaining on your contract). The leave purchased needs to be taken in the 12 month participation period. A salary adjustment will be calculated by Human Resources and any money owing to you will be reimbursed.

*Does the 12 month period for purchased leave have to be a calendar or financial year?*

**Answer:**

No, it needs to start at the beginning of a [pay period](#).

*How do I apply for purchased leave?*

**Answer:**

To apply for purchased leave:

1. Discuss with your supervisor about your proposed application dates, your intended leave plans and the likelihood of approval;
2. Complete an application form with a proposed leave plan and submit it to your supervisor for approval. Ensure the start date of your Agreement is the start of a pay period. Retrospective applications are not allowed as this will generate an overpayment.
3. Your supervisor will consider your application. In making the decision, you and your supervisor must ensure that:
  - you have at least 12 months remaining in your current contract, or you are ongoing;
  - you have less than 13 weeks long service leave or four weeks annual recreation leave;
  - your application is assessed on its merits as well as your personal circumstances;
  - the operational requirements of the work area will be met; and
  - arrangements can be put in place to ensure that approval will not result in unreasonable increases in the workload and overtime required to be performed by other employees.

4. If approved by your supervisor, your application will be forwarded to your Head of School or Director for approval. The approved application then needs to be forwarded to Human Resources for processing.
5. If accepted and processed, you will need to submit a leave request via [ESS](#) to access your purchased leave.

*Can my supervisor refuse my request for purchased leave?*

**Answer:**

Yes, they may refuse your request to access purchased leave. When considering your request, they will consider:

- you have at least 12 months remaining in your current contract, or you are ongoing;
- you have less than 13 weeks long service leave or four weeks annual recreation leave;
- your application is assessed on its merits as well as your personal circumstances;
- the operational requirements of the work area and whether these will be affected; and
- the management of staff; whether there will be an increase in the workload and overtime required to be performed by other employees.

*I have less than 12 months remaining on my current contract. Can I still apply for purchased leave?*

**Answer:**

No, you need to have at least 12 months remaining on your current contract. No exceptions to this are allowed. If your contract is likely to be renewed, please have a discussion with your supervisor about your renewal period.

*Why can't I backdate my purchased leave agreement?*

**Answer:**

Backdating an agreement past the current pay period will result in an overpayment being generated.

*How will a purchased leave arrangement affect my superannuation?*

**Answer:**

During a purchased leave arrangement, superannuation contributions are calculated on the reduced salary that you are paid. You can choose to increase your employee superannuation contribution amount to make up for this shortfall. Contact the [Employee Benefits team](#) in Human Resources for further information.

*What should I know before applying to participate in the purchased leave scheme?*

**Answer:**

Before applying, you are encouraged to seek independent advice about the potential impact on:

- your financial situation;
- your taxation arrangements; and
- your superannuation arrangements.

The University (incl. Human Resources) cannot provide you with this. You should also consider your current leave balances. You can access this information through [ESS](#).

*Do I need to use all my available annual recreation leave before taking the purchased leave?*

**Answer:**

If you have an existing full 12 month annual recreation leave entitlement (i.e. four weeks) or a full long service leave entitlement (i.e. 13 weeks), you need to ensure you use this leave before applying to participate in the purchased leave scheme, or include these in your leave plan to discuss with your supervisor.

*What happens if I run out of purchased leave after already exhausting annual recreation leave, long service leave and need to take Leave Without Pay?*

**Answer:**

The end date of your 12 month purchased leave agreement will be pushed out by the corresponding amount of unpaid leave taken. If you haven't completed the 12 month purchased leave participation period, you will need to reimburse the University the overpaid amount. Human Resources will contact you with details of the amount and how this can be repaid.

*How will my salary be affected if my application to participate in the purchased leave scheme is approved?*

**Answer:**

Your salary will be reduced by a percentage based on the number of weeks purchased. Details of these percentages are outlined in the [Employee Funded Additional leave policy](#). Your taxation and superannuation will also reduce.

*What happens in the event that my salary increases during the purchased leave arrangement?*

**Answer:**

Your salary will continue to be reduced by the appropriate percentage as outlined in the [Employee Funded Additional leave policy](#) until the 12 month participation period ends.

*Can I take the purchased leave in portions, rather than all at once?*

**Answer:**

Yes. The purchased leave does not have to be taken all at once. The total amount of purchased leave must be taken in the 12 month participation period.

You cannot, however, use purchased leave as a way to reduce your FTE. Rosters and FTEs should be managed sensibly with regards to the business needs of the work area.

*How will purchased leave affect the accrual of other entitlements?*

**Answer:**

Purchased leave does not affect the accrual of any other leave entitlements. However, if you take any other leave entitlement during the 12 month participation period, it will be paid to you at your reduced salary.

*Can purchased leave end before the 12 month participation period is completed?*

**Answer:**

Yes, in the following circumstances:

- You need to withdraw due to unanticipated changes in personal circumstances;
- You resign from your position at the University.

Human Resources will calculate whether you are entitled to a reimbursement or need to make a repayment for the overdrawn purchased leave (i.e. you have taken all your purchased leave but not completed the 12 month participation period).

*What happens in the event I do not use the purchased leave within the 12 month participation period?*

**Answer:**

If you do not use the purchased leave within the 12 months, the leave will be reduced from your purchased leave balance and paid to you as a lump sum by Human Resources. This will occur in the next available pay period after the end of the 12 month participation period.

*Can I renew my participation in the purchased leave scheme once it has expired?*

**Answer:**

If you would like to access purchased leave for a further 12 month period, you need to submit a new application following discussions with your supervisor before the end of the first 12 month participation period.

*Where can I get further information on purchased leave?*

**Answer:**

Please contact the [Employment Team](#) for your faculty/department in HR Services.