

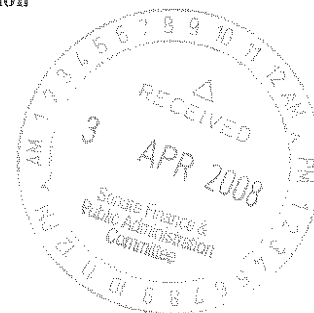
Senate Standing Committee on Finance and Public Administration

ANSWER TO QUESTION ON NOTICE

Human Services Portfolio

Department of Human Services

Additional Estimates 2007-08 – February 2008



Questions: HS151-HS159

Outcome 1, Output 1.1

Topic: Centrelink – Attendance

Hansard Page/Written Question on Notice: Written

SENATOR POLLEY asked on 22/02/2008:

- HS151: What is Centrelink's personal leave policy for staff?
- HS152: What is Centrelink's attendance plan policy for staff?
- HS153: What was the total number of personal leave days taken in each month for 2006/2007?
- HS154: What was the total number of staff placed on an attendance plan in 2006/2007?
- HS155: For those staff identified in HS154, what is the gender and classification breakdown for the attendance plans?
- HS156: What are the criteria for placing employees on attendance plans.
- HS157: Can an employee be put on an attendance plan before their annual or personal leave has been used up?
- HS158: How does a person on an attendance plan access annual leave, and how does Centrelink check that it is a legitimate request?
- HS159: If there is a personal leave policy, how does that policy take into account an employee's personal or exceptional circumstances – for example a serious illness or a medical condition?

Answer:

- HS151: Centrelink's policy on personal leave for employees is covered by the Centrelink Agreement 2006-2009:
- The annual credit for a full time employee is 18 days (pro-rated for part-time employees).
 - Leave is credited in instalments on a monthly basis, and any credit not used will accumulate.
 - Ongoing employees with an injury/disease determined, under the *Veterans' Entitlement Act 1986* to be war/defence caused, receive an additional one-off credit of 18 weeks.
 - Leave can be used for the purposes of personal illness/injury, caring responsibilities and short-term fostering responsibilities.
 - The maximum amount of leave for caring purposes is one week for a particular incident. A further period of up to one week may be granted in exceptional circumstances.
 - Employees may have five absences per calendar year on full pay without providing supporting evidence - absences without supporting evidence after this are without pay.
 - Employees may be required to provide suitable evidence after they have had five unsupported absences.

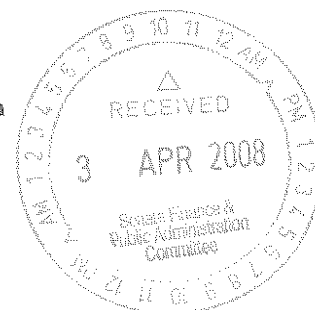
Senate Standing Committee on Finance and Public Administration

ANSWER TO QUESTION ON NOTICE

Human Services Portfolio

Department of Human Services

Additional Estimates 2007-08 – February 2008



HS152: Centrelink has an Attendance at Work strategy that is published on the Centrelink internal website for all employees to access.

HS153: As the number of employees within Centrelink fluctuates, leave is reported in terms of days per average full-time equivalent employee (average days per FTE) in order to provide a valid comparison to past years. The table below displays the amount of Personal Leave taken by Centrelink employees from July 2006 to June 2007 reported in days per Ave FTE.

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2006-07	1.13	1.28	1.05	0.99	1.01	0.78	0.86	0.90	1.05	0.83	1.18	1.01

HS154: The Centrelink Attendance at Work Strategy mentioned in answer to HS152 does not include attendance plans.

HS155: The Centrelink Attendance at Work Strategy mentioned in answer to HS152 does not include attendance plans

HS156: The Centrelink Attendance at Work Strategy mentioned in answer to HS152 does not include attendance plans.

HS157: The Centrelink Attendance at Work Strategy mentioned in answer to HS152 does not include attendance plans.

HS158: The Centrelink Attendance at Work Strategy mentioned in answer to HS152 does not include attendance plans.

HS159: Centrelink's policy on personal leave for employees is covered by the Centrelink Agreement 2006-2009. Details of Centrelink's policy on personal leave for employees are provided in the answer to HS151. An employee with a serious illness or medical condition rendering them unfit for duty may be granted personal leave.