

Finance and Public Administration Legislative Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Australian Public Service Commission

Estimates 2008-09 – Budget Estimates, May 2008



Question: PM 4

Topic: Leave Entitlements

Senator Murray asked: The third related area that I want to ask you about is leave entitlements. Some years ago I initiated some sustained questioning of a number of agencies on this area. Again, my experience has been that when leave entitlements start to accrue, it is a sign of stress and pressure, and you should attend to that or you will end up in trouble. I recall the Auditor-General subsequently did a report on that. Are you keeping an eye on those kinds of benchmark areas to see if it reflects any blow-out or gives any indication that the better management of that area is slipping at all?

Answer: The 2008 State of the Service agency survey has a question (see [Attachment A](#)) that will allow us to examine the extent to which agencies have adopted a number of the recommendations from Auditor-General's 2005 report on 'The Management and Processing of Leave'. The results of this question will be included in the 2008 State of the Service Report, which is due to be tabled in Parliament on 27 November 2008.

Attachment A

Leave management question from 2008 State of the Service agency survey

In 2007–08 did your agency have any of the following measures in place to manage employees’ levels of annual leave?

	Yes	Being Developed	No	N/A
a. Leave arrangements as outlined in the agency’s collective agreement are fully implemented	1	2	3	4
b. The agency’s collective agreement outlines a threshold where an employee cannot be denied leave (e.g. 40 days) [Please specify this threshold] days	1	2	3	4
c. The agency’s collective agreement outlines a threshold where an employee can be directed to take annual leave or is deemed on leave (e.g. 60 days) [Please specify this threshold] days	1	2	3	4
d. The agency’s collective agreement outlines a threshold where an employee can no longer accrue annual leave credits (e.g. 60 days) [Please specify this threshold] days	1	2	3	4
e. The risks associated with the management and processing of leave are included in relevant <u>risk management plans</u>	1	2	3	4
f. The risks associated with the management and processing of leave are included in relevant <u>fraud control plans</u>	1	2	3	4
g. Line managers are provided with information to assist in the proactive management of annual leave	1	2	3	4
h. Control measures to manage unactioned leave applications in Employee Self-Service system	1	2	3	4
i. Excess leave balances are monitored on a regular basis <u>and</u> appropriate follow-up action is taken when required	1	2	3	4
j. Excess leave balances and leave liabilities included as a regular agenda item at senior management meetings	1	2	3	4
k. Other [Please specify]	1	2	3	4