



# Leave Management for Senior Medical Practitioners Policy

## 1. Purpose

The *Leave Management for Senior Medical Practitioners Policy* details instruction for cashing out excess Annual Leave or excess Long Service Leave accrued in accordance with the Industrial Instrument.

The Policy aligns with the Mandatory Policy 0100/18 *Management of Accrued Leave Policy*, and the Department of Mines, Industry Regulation and Safety, Public Sector Labour Relations *Policy Statement – Management of Accrued Leave in the Public Sector* and is provided to promote strategies to manage Excess Leave.

This Policy is a mandatory requirement for Health Service Providers under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*, and a mandatory requirement for the Department pursuant to section 29 of the *Public Sector Management Act 1994*.

This Policy supersedes IC 0212/16 *Application of WA Health Leave Management Strategy and WA Health Leave Management Policy to Senior Medical Practitioners*.

## 2. Applicability

This Policy is applicable to all Senior Medical Practitioners employed by WA health system entities, as defined in this Policy, pursuant to the Industrial Instrument.

This Policy is not applicable to medical practitioners employed pursuant to the *WA Health System – Medical Practitioners (Clinical Academics) AMA Industrial Agreement 2016* or its replacement.

## 3. Policy requirements

Relevant provisions in the Industrial Instrument provide for Senior Medical Practitioners to cash out excess leave Annual Leave or excess Long Service Leave. Copies of the Industrial Instrument can be accessed on the [Awards and Agreements Library](#).

If excess Annual Leave or excess Long Service Leave is cashed out, under an approved Employee Leave Management Plan, any applicable Arrangement A private practice income allowance and professional development allowance must also be paid. Payment must be made in the same terms as would have applied if that period of Annual Leave or Long Service Leave cashed out had been taken rather than cashed out.

There is no entitlement to have any allowance, expressed as an annual allowance payable during a period of leave (including but not limited to private practice income allowance and professional development allowance) paid when accrued and pro rata leave is paid out on separation (e.g. expiry of fixed term contract or retirement) of employment.

#### 4. Compliance monitoring

WA health system entities are responsible for complying with this Policy.

System-wide Industrial Relations also undertake activities to assure the System Manager that WA health system entities are complying with this Policy. These compliance monitoring activities may include, but are not limited to:

- monitoring and evaluating the industrial relations environment, including trends, issues and disputes
- monitoring and evaluating compliance with the Policy by WA health system entities, which may include requests for audit reports in relation to compliance with this Policy
- liaising with WA health system entities, unions and other external stakeholders in relation to relevant issues and disputes. Any action taken will be commensurate to the associated level of system risk.

#### 5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

#### 6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

#### 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
<b>Department</b>	The department of the Public Service principally assisting the Minister in the administration of the Act as defined in the <i>Health Services Act 2016</i> . This is known as the Department of Health as established as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i> .
<b>Employee Leave Management Plan</b>	An agreed plan between the employee and employer detailing how excess leave will be managed and cleared.
<b>Health Service Provider</b>	A Health Service Provider as established by an order made under section 32(1)(b) <i>Health Services Act 2016</i> .

<b>Industrial Instrument</b>	WA Health System – Medical Practitioners – AMA Industrial Agreement 2016 or as replaced.
<b>Senior Medical Practitioners</b>	Medical Practitioners employed pursuant to classifications under Part 3 – Senior Practitioners of the Industrial Agreement.
<b>WA health system entities</b>	<ul style="list-style-type: none"> <li>All Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i>.</li> <li>Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.</li> </ul> <p>Note: Contracted health entities are not considered WA health system entities.</p>

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Director, Systemwide Industrial Relations

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## 9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0147/20	23 December 2020	23 December 2020	December 2023	Original version
MP 0147/20 v1.1	23 August 2022	23 December 2020	December 2023	Policy contact amended from Executive Director, Governance and System Support to Director, Systemwide Industrial Relations.

## 10. Approval

<b>Approval by</b>	Nicole O’Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
<b>Approval date</b>	22 December 2020

No Longer Applicable.  
Superseded as a related document for  
MP 0025/16 Industrial Relations Policy-9 July 2024.

**This document can be made available in alternative formats on request for a person with a disability.**

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