



# BOULIA SHIRE COUNCIL

## Emergency Services Leave Policy

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Keyword Classification:	Emergency Services Leave
Summary:	To provide guidance on employee entitlements when conducting volunteer emergency services during ordinary work time
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Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	27 <sup>th</sup> September 2027
Date revoked:	n/a
Related documents:	Boulia Shire Council Enterprise Bargaining Agreement
Responsible Section:	People & Culture Department
Responsible Officer:	Manager – People & Culture
Legislation:	n/a

Permanent employees who are officially **appointed** volunteer members with the Boulia - State Emergency Services (SES), Queensland Rural Fire Service and/or Queensland Ambulance Service and are approved by their immediate Supervisor to attend to an emergent call out during ordinary work time shall be entitled to Emergency Services Leave with pay equivalent to the ordinary wages for the period agreed to by Council.

Council agrees to pay Emergency Services Leave to an employee to a maximum of ten (10) call outs per calendar year, additional call outs may be approved by exception from the Chief Executive Officer.

An employee may be granted Emergency Services Leave, during their ordinary hours of work, without loss of pay, for training purposes to a maximum of five (5) days per calendar year. Such written notice from the employee should state that the employee is required for training purposes and clearly outline the dates and times the training commences and finishes. Any training that takes place outside an employee's ordinary hours, the employee shall not be entitled to any payment.

All Emergency Services Leave will be paid at ordinary time and will not incur any penalties.

Any Emergency Services Leave shall not place any responsibility on Council as to the conduct of, or work undertaken by, an employee on such leave. Council has no responsibility for any expenses incurred during the employee's absence to conduct emergency work. Such periods of leave will be recognised for the accrual of benefits.

Emergency Services Leave only applies to permanent and fixed term full-time and part-time employees who are **appointed** volunteer members of the Rural Fire Service (RFS), the State Emergency Services (SES) or The Queensland Ambulance Service.

Permanent and fixed term full-time and part-time employees of other voluntary services or any other Local or State Government body established during the emergency, who may offer assistance to declared emergencies, may be considered on a case-by-case basis by the Chief Executive Officer