

## APPENDIX A. SECONDMENT ADMINISTRATIVE ARRANGEMENTS

Type	Public Sector (to or from public sector agencies)	Private Sector (to or from private sector employers)
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Host agency pays employee's salary, superannuation, leave and work cover arrangements, unless otherwise arranged.</li> <li>• Employee on-costs may be charged by host agency. GST is not applied.</li> <li>• Details of on-cost charges are available from Secondment Officer, Staff Recruitment and Employment Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Host agency pays employee's salary, superannuation, leave and work cover arrangements, unless otherwise arranged.</li> <li>• Employee on-costs may be charged by host agency. GST is applied.</li> <li>• Details of on-cost charges are available from Secondment Officer, Staff Recruitment and Employment Services.</li> </ul>
<b>Leave</b>	<p><b>Taking leave during secondment</b></p> <ul style="list-style-type: none"> <li>• Employee is required to exhaust all annual leave accrued during their secondment prior to returning to the home agency.</li> <li>• Annual leave accrued with home agency can only be transferred to the host agency with a prior arrangement between agencies. This arrangement will be documented in the Secondment Agreement.</li> <li>• In exceptional circumstances, the Department may transfer monetary value of annual, long service and personal leave but is not required to do so. In all other cases, the host agency is responsible for the financial cost of all types of leave.</li> </ul> <p><b>Maintaining leave records</b></p> <p>Host agency:</p> <ul style="list-style-type: none"> <li>• records annual, long service and personal leave taken by employee;</li> <li>• maintains records of all types of leave entitlements accrued; and</li> <li>• advises the home agency, in writing, of all types of leave taken and leave balances at completion of secondment.</li> </ul>	<p><b>Taking leave during secondment</b></p> <ul style="list-style-type: none"> <li>• Employee may access their leave of any type accrued with the host agency only.</li> <li>• Annual leave, personal leave and long service leave are not transferred between agencies.</li> </ul> <p><b>Maintaining leave records</b></p> <ul style="list-style-type: none"> <li>• Host agency records leave of all types taken by employee and leave entitlements accrued during secondment.</li> </ul>

<b>Type</b>	<b>Public Sector (to or from public sector agencies)</b>	<b>Private Sector (to or from private sector employers)</b>
	<p>Home agency:</p> <ul style="list-style-type: none"> <li>• updates employee's annual, long service and personal leave records on employee's return to their substantive position; and</li> <li>• calculates changes in employee's annual, long service and personal leave entitlements during secondment period.</li> </ul> <p><b>Leave payments at secondment conclusion</b></p> <p>Host agency:</p> <ul style="list-style-type: none"> <li>• pays out to employee all accrued and pro-rata annual leave accumulated but not taken during secondment;</li> <li>• pays out to the employee any annual leave loading for the portion of annual leave accrued at the agency; and</li> <li>• transfers to the home agency the employee's accrued and pro-rata personal leave and pro-rata long service leave accumulated but not taken during secondment. Unless otherwise agreed, monetary value of any type of leave is not transferred.</li> </ul>	<p><b>Leave payments at secondment conclusion</b></p> <p>Host agency:</p> <ul style="list-style-type: none"> <li>• pays out to employee all accrued and pro-rata annual and long service leave accumulated but not taken during secondment; and</li> <li>• pays out to the employee any annual leave loading for the portion of annual leave accrued at the agency.</li> </ul> <p>No leave of any type is transferred between agencies at completion of secondment.</p>
<b>Service, tenure, leave accruals and employee housing</b>	<p>Service continuity, tenure of employment, and leave accrual entitlements are not affected.</p> <p>Provision of employee housing will cease for the period of the secondment.</p>	<p>Service continuity and tenure of employment are not affected.</p> <p>Provision of employee housing will cease for the period of the secondment.</p>