

#### **2.11.10 STAFF INCREMENTS WHILST ON LEAVE**

*Approved 9/2/10.*

This policy is a clause of the NTWWC EA copied and pasted directly into this policy document.

If an increment falls due while a staff member is on paid leave (such as paid parental leave, annual leave, long service leave etc), the increment will be paid as normal.

If an increment falls due while a staff member is on approved unpaid leave for a period of 1 month or less (such as leave without pay, unpaid parental leave etc), the increment will be paid as normal.

If an increment falls due while a staff member is on approved unpaid leave (such as leave without pay, unpaid parental leave etc), for a period of more than 1 month, the increment will be delayed by the period of leave. For example, if the staff member is on 12 months unpaid leave from 1<sup>st</sup> January to 31<sup>st</sup> Dec 2008, and their increment falls due on 1<sup>st</sup> April 2008, their increment will be delayed by 12 months and will be due on 1<sup>st</sup> April 2009.

However, if the staff member does some paid work during the period of unpaid leave, the policy will be reviewed in relation to that staff member. A decision will be made by the Coordinator, on a case by case basis, as to when the increment will fall due. This will depend upon the amount of, frequency of and regularity of work the staff member is doing whilst on leave.

[In addition to the above Enterprise Agreement entitlement, and for the purposes of clarification, the government provided paid parental leave scheme does not count as service towards an incremental advance.](#)