



Personal leave, carers leave & jury service leave (support staff)

FACT SHEET

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2026 EBA

Personal leave

Your personal leave (sick leave and carers leave) entitlements are provided for by the Tasmanian State Service Award.

Personal leave means leave granted for:

- Personal illness or injury
- Providing care or support to your immediate family or household who is ill or injured
- Providing care or support to your immediate family or household due to an unexpected emergency
- To attend a medical appointment (new in 2026)

Medical appointment

You have to be seeing a registered health practitioner for preventative care, surgical procedure or to discuss health issues.

You are required to give reasonable notice of the appointment and as to how much time you will need.

Evidence

- **Personal illness or injury**
Provide a medical certificate or if that is not reasonably practicable a statutory declaration.
- **Providing care or support to your immediate family or household who is ill or injured**
Provide a medical certificate stating the illness of your family member and that the illness/injury requires care and support from you.

- **Providing care or support to your immediate family or household due to an unexpected emergency**

Provide documentation that would be acceptable to reasonable person stating the nature of the emergence and that your care was required as a result.

- **To attend a medical appointment (new in 2026)**

You are required to provide documentation that would be acceptable to reasonable person. We suggest a note or card with appointment details or a statutory declaration that states what the leave is for (e.g. an appointment regarding surgery, an appointment regarding preventative health) and note that it is with a registered medical practitioner. Note: If a medical certificate is not practical, a statutory declaration can be used.

Carers leave

Carers leave enables you to provide care or support for your immediate family member or household who are sick or require your care or support due to an unexpected emergency.

Immediate family member includes:

- Your spouse (including a former spouse)
Spouse means a person who is married or a person who is in a significant relationship. A significant relationship is a relationship between two adults who have a relationship as a couple and are not married to one another or related by family.



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- Your (or your spouse's) child or an adult child (including an adopted child, a step child or an ex-nuptial child), parent (including foster parent, step parent or legal guardian), grandparent, grandchild, sibling or step sibling, niece, nephew, aunt, uncle

Nieces, nephews, aunts and uncles are covered under carers leave as of 2026 as a result of staunch AEU member action in the latest EBA campaign

Household means any person or persons who usually live with you.

During each personal leave year, you are entitled to use up to 40 days of carers leave which may be taken as full or part days. This leave is deducted from your total personal leave balance.

Carers leave increased from 20 days to 40 days in 2026 as a result of staunch AEU member action in the latest EBA campaign.

In normal circumstances, you cannot take leave for caring purposes if another person has taken leave to care for the same person.

You may be granted access to an additional amount of accrued personal leave in excess of 10 days by submitting an application for additional carers leave. This additional carers leave is a discretionary form of leave and is not an automatic entitlement.

Jury service

If you are required to attend court for jury service then you will be granted paid leave.

You will receive a summons approximately 14 days before you are required to attend. As soon as you receive this summons, you must advise your principal/manager.

If you are summonsed for jury service while you are on recreation leave, then your recreational leave should be credited for the time occupied with the jury service. You will be allowed to take any recredited recreational leave at the end of the original period of the recreational leave or at a later date as approved by your employer.

You cannot claim for jury fees but only claim out of pocket expenses (e.g. parking fees) as determined by the Crown.

You may make a request to the Sheriff's Office to be excused from jury service due to current work commitments. To apply for this deferral you must fill in the Statutory Declaration form on the back of your summons. This should be accompanied by a written statement from your principal/manager outlining the reasons why you should be excused due to work commitments.

Both the Statutory Declaration form and the written statement from your principal/manager must be sent together to the Sheriff's Office as soon as possible. You will be advised by return mail whether your request has been approved or not.

How is my leave calculated?

As a result of employment changes that were implemented with effect from 1 March 2014, there are two methods of calculating personal leave entitlements for support staff.

These two methods are known as the Triennium Scheme and the Personal Leave Accumulation Scheme.



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Triennium Scheme (TS)

Permanent employees employed before 1 March 2014

Permanent employees employed before 1 March 2014 may continue to accrue personal leave under TS.

Under TS, your personal leave entitlements vary according to years of service. You receive your personal leave entitlements in advance, in three year lots called trienniums.

These three year blocks are supplemented by five and ten year entitlements which are added on to the credits of the current entitlements. Personal leave does not accumulate.

When a new three year block occurs, the personal leave accrued during the previous three year block is cancelled.

This cycle is repeated every three years on the anniversary of service.

If you take more than an aggregate of 20 working days leave without pay in a personal leave year then your triennium date or accrual date for personal leave will be affected.

Full Time Fixed-term employees employed after 1 March 2014

Full Time Fixed-term employees employed after 1 March 2014, your personal leave is credited in advance after 20 working days of service and you are given 10 days leave for each full year of service.

Your unused personal leave credits accumulate and carry forward each year.

If your personal leave with full pay is exhausted in any personal leave year then you can take

unpaid personal leave, provided the absences are appropriately certified by a registered health practitioner.

Your period of personal leave does not extend the period of employment. If you are employed for less than full-time then your personal leave is credited in direct proportion to your employment (compared to full-time equivalent employment).

If you are employed on a fixed-term contract which is renewed or extended after 1 March 2014 then you will be granted personal leave according to the PLAS. You will carry forward your existing personal leave credits.

Personal Leave Accumulation Scheme (PLAS)

PLAS applies to all permanent and fixed-term employees who commence employment from 1 March 2014.

If you are a full-time employee and working 36.75 hours week and covered by the PLAS then you are entitled to 147 hours of personal leave in each leave year.

You accrue this leave at the rate of 5.65 hours for completing each fortnight of service.

If you are a part-time employee then you accrue personal leave in pro rata to the number of hours you have worked.

Existing employees as at 1 March 2014 can choose to transfer from the Triennium Scheme (TS) to the PLAS. This will be effective from first full pay period on or after 1 July, or 4 weeks after you choose to transfer, whichever is later.

Once you elect to transfer to the PLAS, you cannot revert back to the TS.





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If you are on TS and have exhausted your personal leave and have ongoing sickness then it could possibly benefit you to convert, particularly if you have been working for DECYP for many years. Do not hesitate to talk to us.

Other types of leave

If you're interested in information about other kinds of leave (e.g. parental leave, family violence leave), there are more fact sheets available on our website.

AEU advice and support

If you have more questions about your leave entitlements or how to access leave, here's who to talk to:

1. Talk to your workplace's AEU rep
2. Talk to your workplace's AEU Organiser
3. Contact your AEU support team (see details below)

