What is community service leave?

The community service leave (CSL) provision supports eligible WA Health staff who wish to offer their professional expertise in underserviced areas and countries.

The provision provides financial assistance, of up to two weeks at base rate of pay, to eligible employees who participate in approved local and international accredited aid programs.

Accredited programs should be committed to:

* improving the lives of people in developing countries as per the international efforts to achieve the United Nations Sustainable Development Goals (SDG)
* improving indigenous health in rural and remote WA.  This initiative supports the temporary deployment of skilled WA Health staff and demonstrates Australia’s commitment to the United Nations Sustainable Development Agenda to achieve the Sustainable Development Goals (external site) by the year 2030.
* Eligibility Criteria
* Who is eligible?  To apply for CSL you must be:
* an employee of the WA public health system and have worked for a minimum of 12 months (full time or part time equivalent)
* employed on full time or part time basis and on a permanent or fixed term contract
* an Australian citizen or permanent resident
* participating in community service aid programs through a charitable/humanitarian/aid organisation recognised by the Western Australian Department of Health. A confirmation letter from the organisation is required to support the application (including details of period of time, role and activities to be undertaken)
* applying the skills and expertise you require in your current position to support your community service endeavour.  Who is not eligible?  You are not eligible if any of the following applies:
* you are a casual employee
* you are employed and have worked less than 12 months full-time or part-time equivalent at a  WA public health care service
* you will be participating in disaster and emergency related humanitarian work
* Eligible individuals undertaking local and international community service may apply for up to two weeks (10 working days) of CSL every two years.
* Funding, if available, will be awarded to employers that support and approve eligible participants.
* Applicants must seek appropriate leave approval from their manager before applying for CSL.
* Where special purpose development funding is available this should be accessed before  applying for community service leave.
* In accordance with WA Health Staff Air Travel Guidelines Community Service Leave applications must be submitted prior to the proposed date of travel 4 weeks for intrastate or 6 weeks for interstate and overseas travel.
* As funding for CSL is limited, only completed applications with the appropriate level of approval will be considered.
* Health professional applicants must be currently registered with the relevant regulatory body in Australia.
* Applicants are expected to continue employment with WA Department of Health for 12 months after taking CSL.
* Applicants are required to notify the WA Department of Health, their manager and HSS of any changes related to the approved CSL travel. Applicants who do not complete the charitable/humanitarian aid work for which they have received funding will be liable to repay the community service leave funding.
* Additional allowances that form part of the applicant’s normal employment terms and conditions will not be funded by the Department of Health. This includes monetary allowances, superannuation, overtime and penalty rates, loadings or any other separately identifiable amounts.
* All approved applicants are personally responsible for their travel requirements, including (and not limited to):
* Terms and conditions
* gaining health professional registration with the respective regulatory board/s if the mission is outside of WA
* obtaining the appropriate visa
* ensuring appropriate travel insurance cover before travel
* seeking travel advice from the Department of Foreign Affairs and Trade (external site) to ensure low-risk travel
* receiving appropriate immunisation before travel.  Individuals are responsible for any tax liability related to the funding.
* Further information
* An *Application Form* and *Steps to Apply* for CSL can be found at: https://healthpoint.hdwa.health.wa.gov.au/workingathealth/payandbenefits/Pages/Community- Service-Leave.aspx

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