

FACT SHEET

Leadership and Culture

Short Leave for Weekend Duty

Weekend duties are essential to the security and protection of our Navy assets, however it is recognised that this impacts on the rest and recuperation of our people. As part of the intent to align practices across Fleet Command at sea and ashore, this guidance is provided to ensure consistent management of 'short leave' or 'time off in lieu' (TOIL), and to provide respite where possible, whilst continuing to meet operational requirements.

Status: Implemented

Lead: Fleet Command

TARGETING

Fleet Command Units

WHEN

Immediate / Ongoing

YOU GET

Short leave for Weekend Duty

Benefits

- Respite for holding a weekend duty
- Consistent management of short leave
- Aligned practices across Fleet Command

Principles of Short Leave for Weekend Duty

- The following routines have been implemented, cognisant of operational requirements:
 - Saturday dutywatch to be provided the following Monday as short leave
 - Sunday dutywatch to be provided the preceding Friday as short leave
- If the above principles cannot be met for Service reasons:
 - Short leave to be provided any day in the week following the weekend duty
- Short leave cannot be 'banked'
- Short leave is forgone if the member cannot take it due to personal reasons

Seagoing Units – Additional Information

- Where above principles cannot be met due to 'weekly running', members are granted leave on arrival
- Rest provided through 'Sunday Harbour Routines' is to be captured in PMKeyS / D1 as 'short leave'
- Where short leave is not possible due to programming and operational needs, opportunities should be provided where possible

Management of Short Leave

- Short leave must be recorded in PMKeyS / D1
- Short leave must be approved by your workplace supervisor or manager (in relation to weekend duties)
- Short leave requests must reference the weekend duty
- Seagoing units must capture 'other reasons' for short leave in the Requestor and Approver comments

Reference

COMAUSFLT WAO WAR 280650Z NOV 2022



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