

**Employer Support Payment Scheme
Advisory Notice**

Voluntary Unpaid Service Days

Last Updated 19 Jun 13

ESPS Advisory Notices provide advice or more detailed explanations concerning aspects of the Employer Support Payments Scheme (ESPS).

ADVICE

Voluntary Unpaid Service

To be eligible for ESPS payments for service undertaken on Voluntary Unpaid Service (VUS) days, the member must have rendered a full days' Defence service.

Defence Determination 2012/68, Reserve employer support payments states that VUS is eligible service for ESPS payment purposes only if written authorisation to undertake the period of VUS is provided by the member's CO or Branch Head prior to the service being undertaken. However, there is no mention as to whether these days are approved as full or part days.

ESPS payments are not payable for part days undertaken as VUS, unless:

- the part day occurs at the beginning or end of a period of continuous service and is used for travel purposes;
- the part day occurs at the end of a period of continuous service and is used for rest purposes; or
- the part day was an authorised stand-down.

Global pay records may not indicate whether a VUS day is undertaken as a full or part day. Decision-makers may require further evidence that the member rendered a full day of Defence service on each VUS day, before approving a claim for ESPS payment for service which includes a period of VUS undertaken with prior approval.

In this circumstance, it would be advisable for decision-makers to request pay diaries or other similar proofs of attendance to be satisfied that the Reservist rendered service which entitles the claimant to ESPS payments.

FURTHER QUERIES

If ESPS staff have any queries about this topic, they are encouraged to ring the ESPS Directorate on 1800 001 696.