



MOP(S) ACT EMPLOYEES

ADDITIONAL ANNUAL LEAVE CREDIT

- The *Commonwealth Members of Parliament Staff Enterprise Agreement 2016–2019* ('Enterprise Agreement'), provides for additional annual leave accruals at the rate of one day for every two Sundays and/or public holidays spent traveling to Canberra for Parliamentary sittings on the following day at the direction of the employing Office Holder, Senator or Member.
- Employees whose work base is Western Australia, the Northern Territory or the Federal electorates of Capricornia, Dawson, Kennedy, Herbert or Leichhardt, and other locations as approved by the Special Minister of State, may accrue additional annual leave in accordance with the Enterprise Agreement.
- A maximum of eight days additional annual leave per calendar year may be claimed.
- Claims for Excess (Canberra) Travel Leave must be received by the Department within six months after the travel has been completed or the additional annual leave will not be provided.

<p>Options for returning your completed form</p> <p>Scan and Email to: MOPSPay&Conditions@finance.gov.au or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p>	<p>Enquiries: Ministerial and Parliamentary Services Email: mpshelp@finance.gov.au Phone: (02) 6215 3333</p>
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EMPLOYER DETAILS	▶ Employer name	<input type="text"/>	State	<input type="text"/>
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EMPLOYEE DETAILS	▶ Full name	<input type="text"/>
	▶ Work base	<input type="text"/>

TRAVEL DETAILS	▶	Travel date	Travel from	Flight No.
<p>Note: A separate Form 54: <i>Travelling and/or Motor Vehicle Allowance Claim</i> is also required to be submitted to IPEA.</p>		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>

CERTIFICATION BY EMPLOYEE	▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> • I certify that I have been directed to travel by the most efficient/direct route on official business by my employing Office Holder, Senator or Member. • I certify that the above details are correct. • I hereby claim that I was required to travel to Canberra on a Sunday or public holiday, as shown above, to be available for a Parliamentary sitting on the following day. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below).
	<p>Signature of Employee <input type="text"/></p> <p>Date <input type="text"/></p>

CERTIFICATION BY EMPLOYER OR AUTHORISED PERSON	▶ <ul style="list-style-type: none"> • I hereby certify that the employee was required to travel to Canberra on a Sunday or a public holiday, as shown above, to be available for a Parliamentary sitting on the following day. • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>.
	<p>Signature of Employer or Authorised Person <input type="text"/></p> <p>Date <input type="text"/></p> <p>Name (if authorised person) <input type="text"/></p>

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.maps.finance.gov.au/privacy.html

<p>Attach supporting documentation here</p>	OFFICE USE ONLY	No. of days granted on this application	<input type="text"/>	Total additional days granted this calendar year	<input type="text"/>
	MOPSPay and Conditions	Chris21 updated <input type="checkbox"/>	Initials & date entered	<input type="text"/>	Initials & date checked