

# Disability Leave

## What you need to know

Disability Leave is now available to Tasmanian State Service employees. This fact sheet provides general information on what the leave can be used for and how to know if you are eligible. For more detailed information, please refer to the [TSS Disability Leave Guide](#) or speak to your Agency's HR team.

### What is Disability Leave?

Disability Leave is paid leave available to employees living with a long-term physical or psychological disability who need to be absent from work for activities associated with their disability. In addition to standard leave entitlements, eligible employees are entitled to paid disability leave of up to five days per personal leave year.

Activities include but are not limited to attending appointments, treatment, rehabilitation, therapy or counselling and/or maintaining personal equipment. Circumstances and needs of an employee may be different from person to person, and all managers will keep this in mind when processing your Disability Leave requests.

### Am I eligible?

As at the first full pay period commencing on or after 1 December 2022, Disability Leave is available to employees (except casual employees\*) who live with a long-term physical, mental, cognitive, intellectual, or sensory impairment.

If you are someone who has an increased need to be away from work to attend appointments or other activities related to your health/wellbeing but are unsure whether this definition applies to you, you should speak to your manager or a HR representative.

\*For casual employees living with a disability: you are entitled to be unavailable to work (on an unpaid basis) for the same reasons outlined above without penalty. Speak to your manager and/or HR representative for more information on your entitlements.

## How do I apply for Disability Leave?

To apply for Disability Leave, follow the same process in your agency as you would when applying for other types of leave.

Like all leave requests, you should provide notice to your supervisor as early as possible.

## Do I need any supporting documentation?

Your supervisor may request you provide supporting documentation where appropriate. This could include any of the following:

- A medical certificate;
- A written referral, issued by a registered health practitioner;
- A statutory declaration;
- Other reasonable forms of documentation.

Disability Leave came into effect from the first full pay period commencing on or after 1 December 2022. Can I make a retrospective claim for time off related to my disability?

If you have accessed another form of leave after the effective date, please speak to your manager or HR team to understand what options may be available. If you accessed another form of paid leave, you may be able to apply to have that leave type recredited. If you accessed a form of unpaid leave, you may be able to apply to receive payment for that period. In both cases, Disability Leave would be deducted for the relevant period.