

If you have  
questions... HR eXpert  
has the answers!

What is HR eXpert: ?

HR eXpert is an interactive website which answers questions about employment entitlements for staff employed under the Public Sector Employment and Management Act 2002.

HR eXpert has been developed by the Public Sector Workforce Office (PSWO) of the NSW Department of Premier and Cabinet.



### About Voluntary Redundancy...

- If I am offered a VR what my payout be?

### About Extended Leave...

- Am I entitled to extended Leave?
- Is my service with the Commonwealth Government recognised?

### About termination Entitlements ...

- What will my payout be if I resign this year... next year ... the year after?

### About Maternity leave...

- How long can I receive payment for if I go on maternity Leave?
- Can I work part time when I return from Maternity Leave?



### Further Information

Further information and documentation is available on the website:

[www.dpc.nsw.gov.au/public\\_employment/hr\\_expert](http://www.dpc.nsw.gov.au/public_employment/hr_expert)

You can address feedback and questions about the system in email to [hrexpert@dpc.nsw.gov.au](mailto:hrexpert@dpc.nsw.gov.au)

Your  
employment  
entitlements  
made easy

HR eXpert:

your on-line inquiry service



New South Wales Government  
Department of Premier and Cabinet



New South Wales Government  
Department of Premier and Cabinet

## HR eXpert is:

- interactive
- Accurate
- Personalised
- Easy to Use
- Up to date
- Comprehensive

HR eXpert is for employees under the Public Sector Employment and Management Act 2002

## Visit and see for yourself!

[www.dpc.nsw.gov.au/public\\_employment/hr\\_expert](http://www.dpc.nsw.gov.au/public_employment/hr_expert)

## All of these areas are covered:

- Maternity Leave
- Extended Leave
- Recognition of Previous Service
- Voluntary Redundancy
- Leaving the Service
- Study Time
- Travelling Compensation
- Higher Duties Allowance
- Salary Packaging
- Agency List Inquiry

## How can HR eXpert help you?

- **Specific information**  
The information is about YOU and your circumstances.
- **Quality up to date information**  
Based on the latest legislation, circulars, etc.
- **You do not need to know the 'rules'**  
Your entitlements are calculated for you.

- **Help you make decisions**  
You can try out different scenarios.
- **Save time**  
Receive answers instantly – no phone call required.
- **Personalised outputs**  
Produces report, letters and application forms.
- **Easy access**  
Use it any time – at work, home, anywhere.
- **Easy to use system**  
Just answers some simple questions.
- **Privacy**  
No personal details are recorded.

**HR eXpert NSW PREMIER'S DEPARTMENT**

### About HR eXpert

HR eXpert helps staff employed under the Public Sector Employment and Management Act 2002 understand their entitlements and conditions. It is made up of interactive inquiries which cater for your particular circumstances. The "rules" are all built into HR eXpert so it does not matter what your circumstances are, you will receive the correct entitlements.

HR eXpert also provides information on Australian government services.

Click on the title to find out how to use HR eXpert.

#### Leaving the Service

- [Leaving the Service](#)
- [Voluntary Redundancy](#)

#### Leave

- [Entitlement of Previous Service](#)
- [Entitlement of Study Time](#)
- [Variation to Entitlements](#)

### Unused Extended Leave - balance

**You must not have changed your working hours, or taken any unpaid leave since the date of this balance.**

Balance of unused Extended Leave (in hours)	<input type="text" value="0"/>
Date of this balance	<input type="text"/>
Approximate date of appointment to the public service	<input type="text"/>

Each of the questions above is also a link to further information. Click on the question text above to see help for answering that question on the right hand side of the screen

### Balance of unused Extended Leave

#### Why is this question being asked?

To calculate your unused Extended Leave entitlements, HR eXpert needs to know an up-to-date balance of your unused Extended Leave. HR eXpert will then calculate how much Extended Leave will accrue between then and the relevant date.

#### How do I answer this question?

Enter the amount of your Extended Leave balance in hours, to two decimal places, in the following format:

730; 141.5; 52.25

Enter the date to which your Extended Leave balance applies. This cannot be a date in the future, you will need to enter a date that is no later than today's date.