



DEFENCE RESERVES SUPPORT

# THE EMPLOYER SUPPORT PAYMENT SCHEME



## What is the Employer Support Payment Scheme?

The **Employer Support Payment Scheme (ESPS)** provides financial assistance to employers of Reservists and to self-employed Reservists, when the Reservist is absent from their civilian workplace on eligible periods of Defence service.

The **ESPS** is administered by **Employer Support and Service Protection (ESSP)** team.



For employers of Reservists in full-time roles (35+ hours/week), **ESPS** payments are made at a set weekly rate equivalent to the **Full-Time Adult Average Weekly Ordinary Time Earnings (AWOTE)**.

- A pro-rata payment may be made for a part-time employee
- Typically casual employment is not eligible for **ESPS** payments, but it may be treated as part-time employment if regular and reliable
- For employers of medical, dental, nursing, or allied health officers, or self-employed Reservists in this category, higher level **ESPS** payments may be payable
- There are no restrictions on how a business or self-employed Reservist can use **ESPS** payments

## Who is Eligible to Make a Claim?

In order to be eligible for the **ESPS** payments both employers and self-employed Reservists must be able to show that:

- They have an active **Australian Business Number (ABN)**
- The employed Reservist has completed a **Qualifying Period (QP)** of Defence service within that financial year
- The period of Defence service being claimed for payment under the **ESPS** is at least five consecutive days in length

### For employers:

- The Reservist has been employed for at least three months by that business

### For self-employed Reservists:

- The business has been operating for at least twelve months
- The business provides the self-employed Reservist's **principal source of income or principal source of employment\***



1800 DEFENCE  
www.defencereservessupport.gov.au

## What is a Qualifying Period of Service?

- A **Qualifying Period** is made up of up to two weeks of eligible service during a financial year\*\*
- A week is defined a **minimum** of five full consecutive days worked, up to a maximum of seven full consecutive days
- If seven full consecutive days are worked, a new week will begin on the eighth consecutive day
- If five or six full consecutive days are worked, and there is a break of service for one or more days, then a new week will begin on the next full consecutive day worked

### Examples:

1. A Reservist renders twelve consecutive days of Defence service. Each period may satisfy one week of the **Qualifying Period**, thus completing the two week **Qualifying Period** for that financial year.
2. A Reservist renders twelve days of consecutive Defence service. Days one through seven may satisfy week one of the **Qualifying Period** and days eight through twelve (five days) may complete week two of the **Qualifying Period**.

Service satisfying the **Qualifying Period** does not attract **ESPS** payments, however special provisions may apply for medical, dental, nursing, or allied health officers, or in instances of a call out.

## How Do I Make a Claim?

All claims must be made within six months of the first day of reserve service being claimed.

**ESPS** claims are made through the **Defence Reserves Support** website at: <https://esps.defencereservessupport.gov.au/>

In order to make a claim, you will need to use your **myGovID**\*\*\* and **Relationship Authorisation Manager**.

You can register both of these at: [www.mygovid.gov.au](http://www.mygovid.gov.au)



## More Information

1800 DEFENCE (1800 333 362)

[www.defencereservessupport.gov.au](http://www.defencereservessupport.gov.au)

\* Reservist's **principal source of income** means that your business provides you more income than any other source. **principal source of employment** means you spend more working hours in your business than any other employment.

\*\* Some conditions may apply. Contact **ESSP** for more information.

\*\*\* **myGovID** is different to myGov

