

ROSTERED DAYS OFF

1. STATEMENT OF POLICY INTENT

The intent of this policy is to inform all employees of their rights and responsibilities when accruing and taking rostered days off and to establish consistent standards across all Departments of Council.

It is also designed to put in place measures for monitoring and controlling excess rostered day off entitlements.

2. DEFINITIONS AND ABBREVIATIONS

Award	Local Government (State) Award 2007
GM	General Manager
RDO	Rostered Day Off

3. POLICY

3.1 Accruing Rostered Days Off

RDOs are calculated for staff working 75 hours per fortnight and being paid for 70 hours. The extra 2.5 hours, which is accrued each week, goes towards employees RDO accruals.

Staff would usually accumulate 15 RDOs at the ordinary rate of pay per year.

3 RDOs are intended to be taken over the Christmas break, however where an employee does not have enough RDO hours annual leave, time off in lieu, long service leave or leave without pay may be taken.

3.2 Maximum Accrual

It is preferred that 1 RDO be taken each month at a time that is mutually convenient to the employer and employee, however staff may accrue entitlements as long as they do not extend beyond 5 days at any one time. If extenuating circumstances preclude an employee from taking leave it will need to be approved by the employee's supervisor and Director and arrangements for taking excess leave made.

It is the responsibility of each Department to develop and maintain an RDO calendar where all staff pre book their RDOs a year in advance. Dates may be altered at any stage if mutually agreed, but the calendar will assist in both operational requirements and maintaining suitable RDO accrualment levels.

Maintained by:	MHR	Date Adopted by Council:	20/10/2010
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Previous Effective Date	19 December 2007	Date for Review	20/10/2012
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

To enable RDO accruals to be monitored, a report outlining all employees' leave accruals will be sent to each Director on a quarterly basis.

3.3 Transitory Arrangements

Council recognises that, at the time of the implementation of this policy, some employees may have RDO accruals in excess of 5 days.

Accordingly, for only those employees who have such excessive RDO accruals, the relevant Director, in consultation with the relevant supervisor and employee, will provide a plan to the GM that outlines how the employee's leave accrual will be reduced below the 5 day maximum.

3.4 Taking of Rostered Days Off

RDOs must be approved by the supervisor and Director of the employee prior to any leave being taken. A leave form must be completed and given to the Payroll Officer before an employee commences leave and the RDO recorded on the staff members' timesheet.

4. RESPONSIBILITY/ACCOUNTABILITY

All staff are responsible for familiarising themselves with this policy and adhering to its requirements.

5. RELATED DOCUMENTS

5.1. ASSOCIATED LEGISLATION

Local Government (State) Award 2010

5.2. ASSOCIATED GOVERNMENT POLICY PROVISIONS

Nil

5.3. ASSOCIATED COUNCIL DOCUMENTS

Leave Form
Timesheet
Leave WPP

6. POLICY STATUS

This policy was formally adopted by Council on 20 October 2010 and commenced operation on 20 October 2010. This policy replaces the previous version adopted on 19 December 2007 and includes changes to the format.

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7. POLICY REVIEW

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment).

8. AUTHORISATION

.....
Position: General Manager
Date: /...../.....

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