

## HR16. Rostered Day Off (RDO) Policy

### Policy Objective

To implement a rostered day off system to provide flexibility for employees and promote a good working environment and minimise staff absence.

### Policy Statement

To promote a good working and to minimise staff absence's by implementing a rostered day off system providing flexibility for employees.

### Operation of Rostered Day Off System

The traditional five day week or thirty-eight hour week comprises an employee working 7.6 hours on each of the five working days of the week (Monday to Friday).

In order for an employee to accumulate hours for a rostered day off, an employee must work 0.4 hours per day additional ordinary time on the first nineteen working days of the cycle (i.e. 8 hours per day).

Employees are then entitled to take one working day off in lieu of the additional ordinary time worked in the cycle.

### Inside Staff

No employee will take a rostered day off unless sufficient officers are left in the department.

Any accumulation of rostered days off shall not exceed three days except with the prior written approval of the relevant Manager or Chief Executive Officer.

It is the preference of the Shire that the inside staff does not take a rostered day off on the agenda day or on the payday.

### Outside Staff

Rostered days off must be taken as agreed with the Manager of Works & Services. Accrual of the rostered day off beyond the monthly situation is not permitted without the express approval of the Manager of Works & Services or Chief Executive Officer.

Staff will be expected to conduct routine personal matters e.g. dental appointments on their rostered day off.

Rostered days off do not accrue during periods of leave. An employee who takes leave which consequently affects the normal accrual of the rostered day off during that month, have their hours reduced by the equivalent amount.

Any excess accumulated rostered days off will be paid at normal hourly rate with the subsequent pay run.

The staff has the option not to be a part of the rostered day off system working only for 7.6 hours per day, with written approval from the Chief Executive Officer.

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If an employee has been called to work on a rostered day off, it is the preference of the Shire that the employee take the rostered day off on another day.

Note: Conditions stipulated in specific employment contracts may supersede this policy.

*Policy Reviewed October 2020*