**Introduction**

This procedure should be read in conjunction with Clause 18 of the Local Government (State) Award 2014 (the Award).

Council recognises that, in some situations, a variation to standard workings hours may provide additional benefits to Council and employees. As such, Council is willing to consider proposals to vary working hours where improved efficiency or productivity levels can be achieved without detracting from our customer service commitments.

Any other variation to hours of work arrangement is to be established as per procedure 5.04.24 Variable Work Arrangements.

**Guidelines**

**Nine day fortnights**

*Field based employees only*

The standard hours for field based employees are 7am to 4pm Monday to Thursday, with a half hour unpaid lunch break. Employees work 7am to 3.30pm each alternate Friday/Monday with a rostered day off (RDO) being taken on the other Friday/Monday each fortnight.

Nine day fortnight RDOs shall be taken as they full due and may only be accrued or altered in exceptional circumstances. An [Accrued Leave form](#) is to be completed and forwarded to the Payroll Officer when the RDO is not taken. The hours will then be shown as accrued leave on the payroll system.

Accrued leave resulting from the deferral of nine day fortnight RDO is to be taken within the following 4 weeks unless the relevant Group/Executive Manager authorises otherwise.

Hours have been varied by agreement with some teams/groups of employees, particularly during summer months.

Teams or work groups are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. Proposals should be initially discussed with the relevant manager.

**Nineteen day month**

*Permanent/Fixed Term Contract Fulltime staff (Office Based Employees, Children’s Services)*

The standard hours for permanent fulltime and fulltime fixed term office based employees are 8.30am to 5pm Monday to Friday with a one hour unpaid lunch break.

15 RDOs accrue each year, namely 1 per month and 3 RDOs are generally taken between Christmas and the New Year shutdown period except for a specified number of employees required to provide services during this period.
Monthly RDOs shall be taken on either the first, second, third or fourth Friday/Monday of the month based on arrangements within each section.

Accruals of RDOs is generally discouraged, however, favourable consideration may be extended where workloads or personal situations necessitates this action. An approved Accrued Leave Form should be completed in these circumstances and forwarded to the Pay and Conditions Officer. The hours will then be shown as accrued leave on the payroll system.

When an employee takes a RDO, their attendance sheet is to indicate the month to which the RDO relates eg FEBRUARY RDO.

Accrued leave resulting from the deferral of RDOs is to be taken within the following 4 weeks unless the relevant Group/Executive Manager authorises otherwise.

Sections/areas are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of their employees.