

## Managing Accumulated Time Off for Working 37.5 Hour Week Procedure

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### APPLICATION

This procedure applies to professional, security, grounds and Document Services staff employed in accordance with:

1. The University of South Australia Academic and Professional Staff Collective Agreement 2006.
2. The University of South Australia (Security and Grounds Staff) Enterprise Agreement 2008. Excluding Security staff who are paid an annualised salary.
3. The University of South Australia Document Services Collective Agreement 2006.
4. Professional, Grounds, Security (on a non annualised salary) and Document Services Staff employed pursuant to an Australian Workplace Agreement where a reference to this procedure is specifically referred to in the AWA.

### OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and the managing of accumulated time off for working a 37.5 hour week.

### PROCEDURE

#### 1. Entitlement

##### a) Professional Staff and Document Services Staff

All full time professional staff and document services staff shall work 37.5 hours per week in order to accrue four (4) days to be taken as accumulated time off with pay during the Christmas/New Year period on days which are not public holidays.

##### b) Grounds Staff and Security Staff on Non-Annualised Salary

i) All full-time staff subject to this clause shall work 37.5 hours per week in order to accrue four days to be taken as accumulated time off with pay

during the Christmas/New Year period on days which are not public holidays, or any other alternative time by agreement between a staff member and the Director: Services (or nominee).

- ii) Part-time staff members shall be entitled to accumulate time provided that their fractional time hours of duty are based on the 37.5-hour week.

## **2. Procedure**

- a) Each year, the University will inform staff in a timely manner of the days allocated as the designated four (4) accumulated days off during the Christmas/New Year period.
- b) Volunteers shall be sought where a unit/school identifies an organisational need to provide services over the Christmas/New Year period.
- c) Where a staff member volunteers to work during this period, the staff member and supervisor shall negotiate alternative dates on which to take the four (4) days accumulated time or any remaining time not taken.
- d) The four (4) days are not cumulative and shall be taken no later than 30 April of the following year.
- e) If a supervisor is unable to identify dates for a staff member to take any remaining accumulated time prior to 30 April, the remaining accumulated time shall be paid to the staff member at ordinary rates of pay.
- f) Part time professional staff members shall be entitled to accumulate time provided that their fractional time hours of duty are based on the 37.5-hour week.
- g) Staff members who commence part way through a year shall receive the full benefit of the four (4) days accumulated time.
- h) Staff members who cease employment prior to 31 December shall be paid their remaining accumulated time for that year as accrued in accordance with these procedures.
- i) Recreation leave loading is not applicable to accumulated time off for working a 37.5 hour week.

## **RESPONSIBILITIES AND/OR AUTHORITIES**

### **Immediate Supervisor**

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

### **Staff Member**

All staff are expected to manage their accumulated time off for working a 37.5 hour week in accordance with this procedure.

## **Human Resources Unit**

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

### **CROSS REFERENCES**

- Recreation Leave Management

### **FURTHER ASSISTANCE**

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area
- The Human Resources Unit
- The Human Resources Web Site

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