

# EXTRACT

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## **31. ANNUALISED HOURS (GENERAL STAFF EMPLOYEES ONLY)**

- 31.1 Annualised hours refers to employment arrangements where a general staff employee is engaged to work on a continuing or fixed-term basis for a specific number of ordinary hours within any one year (which may be a calendar year).
- 31.2 Hours of work may be annualised where it is agreed that this pattern of work reflects the needs of the Organisational unit/Directorate or work unit and the employee.
- 31.3 Subject to the terms of engagement, the time and manner in which the annual ordinary hours are rostered over the period of the year is at the discretion of the University and hours may be rostered over a period less than fifty-two weeks.
- 31.4 In most cases, the employee will be engaged to work a specific number of ordinary working hours, which may be worked over a period of less than fifty two weeks. The employee will receive their normal rate of pay over the twelve month period (or lesser period if the employment contract is less than twelve months) and will be entitled to paid leave for the balance of the year or contracted period where work is not performed.
- 31.5 Annualised hours arrangements are normally restricted to part-time general staff however, in certain circumstances (i.e. where peak workloads vary throughout a year), other employees who are full-time, may apply to move to an annualised hours arrangement. Employees will not be compelled to work under such arrangements.
- 31.6 **LEAVE ENTITLEMENTS**
- Employees are entitled to the leave entitlements of a full-time employee on a proportional basis determined by the number of annualised ordinary hours required to be worked within the year. The timing of taking annual leave and long-service leave will be determined by the University in consultation with the employee.
- 31.7 **PUBLIC HOLIDAYS**
- Employees are entitled to the benefit of all public holidays that fall during periods for which they are rostered to work.
- 31.8 **OVERTIME**
- Employees are eligible for overtime in the same manner as full-time employees. Overtime hours are additional to the annualised ordinary hours for which the employee is engaged. There is no accrual of leave entitlements (howsoever described) in respect of overtime hours.
- 31.9 **ADDITIONAL HOURS**
- Where in any year an employee works in excess of the number of ordinary hours in the year for which the employee is engaged, payment for the additional hours will be made at the ordinary hourly rate. Any additional ordinary hours worked will be taken into account in the calculation of leave entitlements. Alternatively, employees with the approval of their supervisor, may, if continuing with annualised hours in the following year, elect to transfer up to 36.75 hours of the excess number of ordinary hours to be counted as hours already worked in the next nominated period. This means the transferred hours amount is deducted from the hours required to be worked for the next year or period. The transfer will not affect calculation of leave entitlements on the transferred hours, and if the employee ceases employment prior to the conclusion of the next nominated period, the hours worked and payment due will be reconciled.
- 31.10 **ACCRUAL OF PAY**
- For the purposes of payment, the total number of nominated annual hours will be averaged to a fortnightly salary.
- 31.11 **ALTERATION OF ANNUAL HOURS**
- In the event that the number of annualised ordinary hours for which the employee is engaged are altered by agreement then the University and the Annualised Hours Employee shall ensure that from the date such change takes effect, appropriate reconciliation arrangements in respect of pay and hours have been made.
- 31.12 **TERMINATION OF EMPLOYMENT**
- In the event that the employment of an Annualised Hours employee ceases, for whatever reason, a reconciliation of the ordinary hours worked and the payments (howsoever described) paid to the employee, will be performed and:

- 31.12.1 if the employee has received a payment (howsoever described) in respect of work or hours which are not then worked by the employee, that payment will be repaid by the employee to the employer as at the date of termination. The employer may off-set any such amounts against any entitlements owing to the employee; and
- 31.12.2 if an employee has performed work for which the employee has not yet received pay by the employer, the employer will pay to the employee such amount as at the date of termination.

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