

COUNCIL POLICY

Overtime, Time Off In Lieu (TOIL) and
Rostered Day Off (RDO) Policy



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POLICY TITLE:	Overtime, Time Off In Lieu (TOIL) and Rostered Day Off (RDO) Policy
POLICY NUMBER:	127
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TRIM REFERENCE:	SF14/411 - R18/3702
RESOLUTION NUMBER:	1966
POLICY TYPE:	Administrative
APPROVING OFFICER:	Chief Executive Officer
DATE OF ADOPTION:	15 May 2018
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	01 February 2019
RESPONSIBLE DEPARTMENT:	Human Resources
LINK TO CORPORATE PLAN:	Governance – Best Practice Governance

1. OBJECTIVE

Council is committed to providing a work environment in which employees can achieve a balance between their work and outside responsibilities and interests without compromising the operational requirements of the Council.

The aim of these guidelines is to provide a clear and consistent set of principles to effectively manage:

- Overtime, either paid or taken as time off in lieu (TOIL)
- The accrual of time off in lieu (TOIL) for overtime worked
- Staff access to accrued time off in lieu (TOIL) and rostered days' off (RDO's)

2. SCOPE

These conditions are applicable to all Council employees, regardless of their employment status, role or position.

The policy is not intended to override the terms of the Queensland Local Government Industry (Stream A, B & C) Award – State 2017 or contract that applies to an employee.

3. BACKGROUND INFORMATION

Consideration needs to be given to a number of factors when managing overtime requirements and staff access to accrued TOIL and RDO's. These factors include the operational requirements of Council, the welfare of employees and responsible financial management of accrued liabilities.

In accordance with the Queensland Local Government Industry (Stream A, B & C) Award – State 2017, employees are entitled to work in a cycle that provides them with a regular RDO.

In addition, an employee may be required to perform reasonable overtime. In these circumstances, he/she may elect to take TOIL of such overtime.

4. OVERTIME

Overtime can only be worked with the prior approval of Management and claimed in accordance with the Queensland Local Government Industry (Stream A, B & C) Award – State 2017.

When possible, prior approval to work overtime must be provided in writing. This may include email correspondence between the relevant manager and the employee/supervisor requesting approval.

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When it is not possible to approve the request in writing prior to working the overtime, verbal approval should be obtained and recorded by both the manager and supervisor/employee in an email or diary note, as soon as practicable.

5. MEAL BREAKS

All full time day workers shall be allowed an unpaid meal break of not less than 30 minutes nor more than 60 minutes each day with such break to commence no later than 5 hours after starting work each day or after the morning rest pause.

Working through a meal break would only apply under special circumstances and with the prior approval of Management and claimed in accordance with the Queensland Local Government Industry (Stream A, B & C) Award – State 2017.

6. TIME OFF IN LIEU (TOIL)

Employees approved to work overtime, may elect to take time off in lieu of such overtime. In these circumstances the hours taken off duty will be equivalent to the number of overtime hours worked, that is, time off will be on a one for one basis paid at the ordinary time rate of pay.

Generally, there is a management expectation that TOIL will be taken as soon as is practical. For example, if an employee is required to work two hours' overtime one evening to meet a work deadline, if circumstances allow, the employee should be encouraged to take TOIL as soon as practicable.

Operational needs are to be considered when time off is granted and employees time off will only be approved when it doesn't impose on operational demands.

Generally, time off in lieu of overtime shall be given and taken within three (3) months of the occurrence of the overtime. However, with management approval of TOIL, up to a maximum of three (3) days may be banked for use during the annual closedown period. (The combined annual closedown banked time, be it RDO's/TOIL cannot exceed three (3) days).

7. ROSTERED DAYS OFF (RDO)

Eligible employees are able to work a nine (9) day fortnight. This work cycle results in the accrual of an RDO.

Employees working in outdoor work crews are required to take their RDO in accordance with a specific roster to ensure efficiency in Council operations. If an employee is required to work on the day specified as an RDO, he/she may bank the day.

A roster may be altered by mutual consent at any time and may be altered by Council on 14 days' notice.

Both indoor and outdoor employees may bank up to a maximum of two (2) days. However, three (3) days may be banked and used during the annual closedown.

If an employee has reached their maximum accrual of RDO's and they are required to work another RDO, then that RDO must be taken on another day in that pay period. However, if the employee's RDO is on the last day of the pay period and they are required to work that day, then it is to be taken in the next pay period in addition to their normal RDO.

Banked RDO's may be taken at any time subject to agreement between the employee and supervisor.

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All banked RDO's will be available when required subject to employees giving at least one (1) weeks' notice in writing to their supervisor and provided that Council operations and provision of services are not interrupted or rendered less efficient or more costly.

A maximum of two (2) RDO's can only be taken at any one time.

8. REVIEW TRIGGER

It is the responsibility of Human Resources to review and recommend appropriate changes to this policy on a yearly basis.

9. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

10. APPROVAL

Adopted at the May 2018 Council Meeting - Resolution Number 1966.