

PN 04/15

Rostering of GSOs on public holidays

The rostering of shift working administrative officers, such as GSOs, is governed by clause 91, Shiftwork, of the Crown Employees (Public Service Conditions of Employment) Award 2002 and where applicable, the Flexible Rostering Guidelines for Administrative Officers & Ministerial Employees.

In accordance with these documents, there are three ways in which a GSO may be rostered on a public holiday. The treatment of public holidays is dependant on how the officer has been rostered.

Rostered on duty

- Where an officer is required to work on a public holiday, they are entitled to be paid at the rate of time and one half (150%) in addition to salary.
- If the officer has been rostered for duty but their attendance is not required, the rostered shift is to count as one day's work for that week. This is regarded as a 'free of work' day.

For example, an officer who is rostered on a 10 hour shift but is not required to attend for duty because of the public holiday is granted the shift 'free of work'. The 10 hour shift is counted towards the officer's average weekly hours over the applicable roster period. While salary is paid at the single rate, no additional compensation applies (ie, shift penalties, public holiday penalty).

Rostered rest day

- If a rostered rest day falls on a public holiday, the officer is entitled to either an additional payment of seven hours pay, or seven hours added to their annual leave balance.

- This entitlement is still payable even if the rest day, which falls on a public holiday, occurs during a period of annual leave.

Recurrent leave day (where flexible rostering is being worked)

- No additional compensation or benefit applies to officers who have a rostered recurrent leave day (RLD) falling on a public holiday.

It is important to note that rosters should not be manipulated or changed to either advantage or disadvantage officers in respect to public holidays. Rosters that follow a set rostering pattern should continue to be followed. Officers who are rostered flexibly according to operational requirements should continue to be rostered in this fashion.

These provisions are generally applicable to other shift working administrative staff such as SOCOs. However, these provisions may vary in respect to certain discreet groups of administrative officers and ministerial employees. In such cases enquiries should be made with the Industrial Relations Branch.

Should you have any further enquiries regarding this information please contact the Industrial Relations Branch on ph: 8835 9523 / 29523.

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