

Rostered Day Off Banking and Flexibility of hours Work Plan

Staff member:

Department:

Fortnight	1	2	3	4	5	6	7	8	9	10	11	12	13
Ending	11-Oct-02	25-Oct-02	8-Nov-02	22-Nov-02	6-Dec-02	20-Dec-02	3-Jan-03	17-Jan-03	31-Jan-03	14-Feb-03	28-Feb-03	14-Mar-03	28-Mar-03
Worked RDO to be banked													
Banked RDO to be taken													
Hours >140 to be worked													
Banked hours to be taken													

Fortnight	14	15	16	17	18	19	20	21	22	23	24	25	26	TOTAL
Ending	11-Apr-03	25-Apr-03	9-May-03	23-May-03	6-Jun-03	20-Jun-03	4-Jul-03	18-Jul-03	1-Aug-03	15-Aug-03	29-Aug-03	12-Sep-03	25-Sep-03	
Worked RDO to be banked*														
Banked RDO to be taken														
Hours >140 to be worked**														
Banked hours to be taken														

* **RDO Banking** refer clause 8.2.3 of EBA

Not more than 2 consecutive RDO's to be banked in each year, nor more than 5 in total.
 Employees may be required to work their rostered day off due to peak seasonal demand.

** **Flexibility of hours** refer clause 8.2.2 of EBA

170 hours maximum per 4 week cycle

In the absence of agreement and where an employee is required to work more than 170 hours normal overtime provisions shall apply.

Banked RDO's or time must be used (taken) before the end of MCMC's financial year (i.e. 30 September)

This sheet to be filled in by Supervisor in consultation with the employee; Filled in forms will be lodged with Finance Officer

Signatures Employee:

Supervisor:

Dated: