

HOURS OF WORK & ROSTERS

At ABCD we believe in being open and clear about the hours team members are required to work. Your hours of work are listed on a roster, displayed 7 days in advance near the sign in books. You may be required to initial your rostered shift(s) on the roster.

ABCD team members are paid for all hours worked including opening and closing, team meetings, team training, counselling and orientation sessions. To assist team members meet their personal responsibilities, where possible, all meetings will be scheduled within the hours of 9:00am and 5:00pm, Monday to Friday.

Please use your personal days to schedule business, medical, dental and other appointments which conflict with your work schedule. If you need to leave early or arrive late for any reason, you must first get approval from your Manager. Upon approval, you can either choose to use your Personal Leave, Leave without Pay or agree to make up the lost time within 14 days provided that this is recorded on your timesheet.

Punctuality

Once your particular work schedule has been determined, you are expected to be ready for work at your rostered time and to work the full number of hours scheduled. Lateness or absence interferes with the daily running of ABCD and places an extra workload on your fellow team members. Problems with punctuality problems are cause for discipline, up to and including termination.

Or

Some positions require that team members be at his/her work station during a specified time period. In such cases, being at your work station during this time is an essential function of your job. Other positions simply require the production or completion of certain assignments to meet a deadline, but there can be flexibility as to when and where the work is produced. The requirements of your specific position will be worked out with your Manager.

Shift Swapping

All requests for days off will be honoured where operationally possible. In these cases you are to first check with your Manager if you are needed and if you are, then check with other team members if they are able to swap the shift with you. If they are, then ask the Manager to make the adjustment for you on the roster.

If you can't find another team member to take your shift, you will need to give the Manager 7 days notice that you are unable to work the shift that you have been rostered for so they can organise suitable coverage for you if needed.

If you have given less than 7 days notice that you can't work the shift and no replacement can be found, then you are required to work your rostered shift.

Public Holidays (Workchoices)

You are entitled to the following Public Holidays: