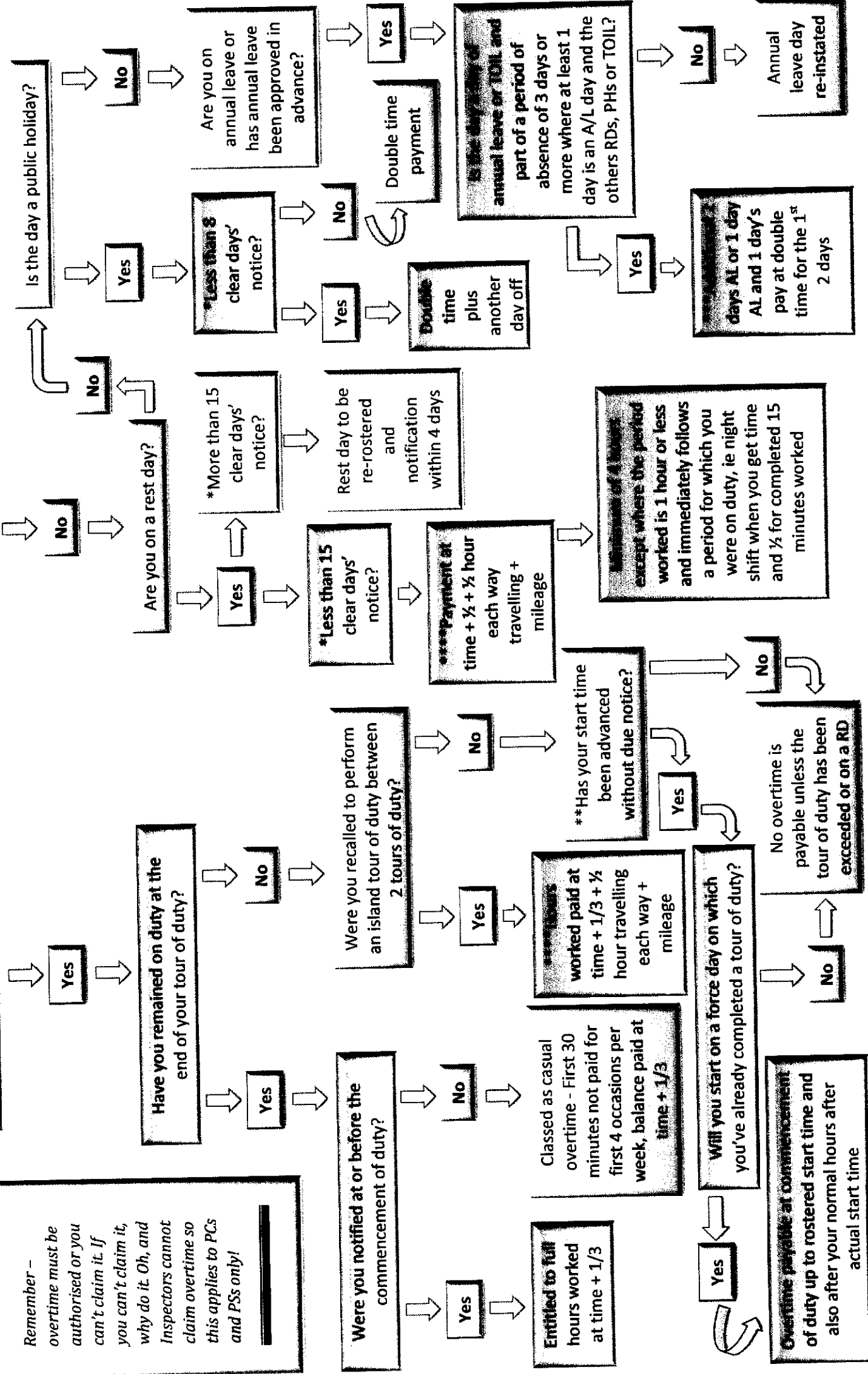


Remember – overtime must be authorised or you can't claim it. If you can't claim it, why do it. Oh, and Inspectors cannot claim overtime so this applies to PCs and PSSs only!

Have you worked or are you scheduled to work a full tour of duty on this force day?



Were you notified at or before the commencement of duty?

Yes → Entitled to full hours worked at time + 1/3

No → Classed as casual overtime - First 30 minutes not paid for first 4 occasions per week, balance paid at time + 1/3

Have you remained on duty at the end of your tour of duty?

Yes → Were you notified at or before the commencement of duty?

No → Are you on a rest day?

Are you on a rest day?

Yes → More than 15 clear days' notice? → Rest day to be re-rostered and notification within 4 days

No → Are you on a rest day?

Is the day a public holiday?

Yes → Less than 8 clear days' notice? → Double time plus another day off

No → Are you on annual leave or has annual leave been approved in advance?

Are you on annual leave or has annual leave been approved in advance?

Yes → Double time payment

No → Is the day part of a period of absence of 3 days or more where at least 1 day is an A/L day and the others RDs, PHs or TOIL?

Is the day part of a period of absence of 3 days or more where at least 1 day is an A/L day and the others RDs, PHs or TOIL?

Yes → Days AL or 1 day AL and 1 day's pay at double time for the 1st 2 days

No → Annual leave day re-instated

Classed as casual overtime - First 30 minutes not paid for first 4 occasions per week, balance paid at time + 1/3

Overtime payable at commencement of duty up to rostered start time and also after your normal hours after actual start time

worked paid at time + 1/3 + 1/2 hour travelling each way + mileage

No overtime is payable unless the tour of duty has been exceeded or on a RD

**Has your start time been advanced without due notice?

Yes → No overtime is payable unless the tour of duty has been exceeded or on a RD

No → No overtime is payable unless the tour of duty has been exceeded or on a RD

Period of 1 hour worked is 1 hour or less and immediately follows a period for which you were on duty, ie night shift when you get time and 1/2 for completed 15 minutes worked

*Less than 15 clear days' notice? → Payment at time + 1/2 + 1/2 hour each way travelling + mileage

***Payment at time + 1/2 + 1/2 hour each way travelling + mileage

Rest day to be re-rostered and notification within 4 days

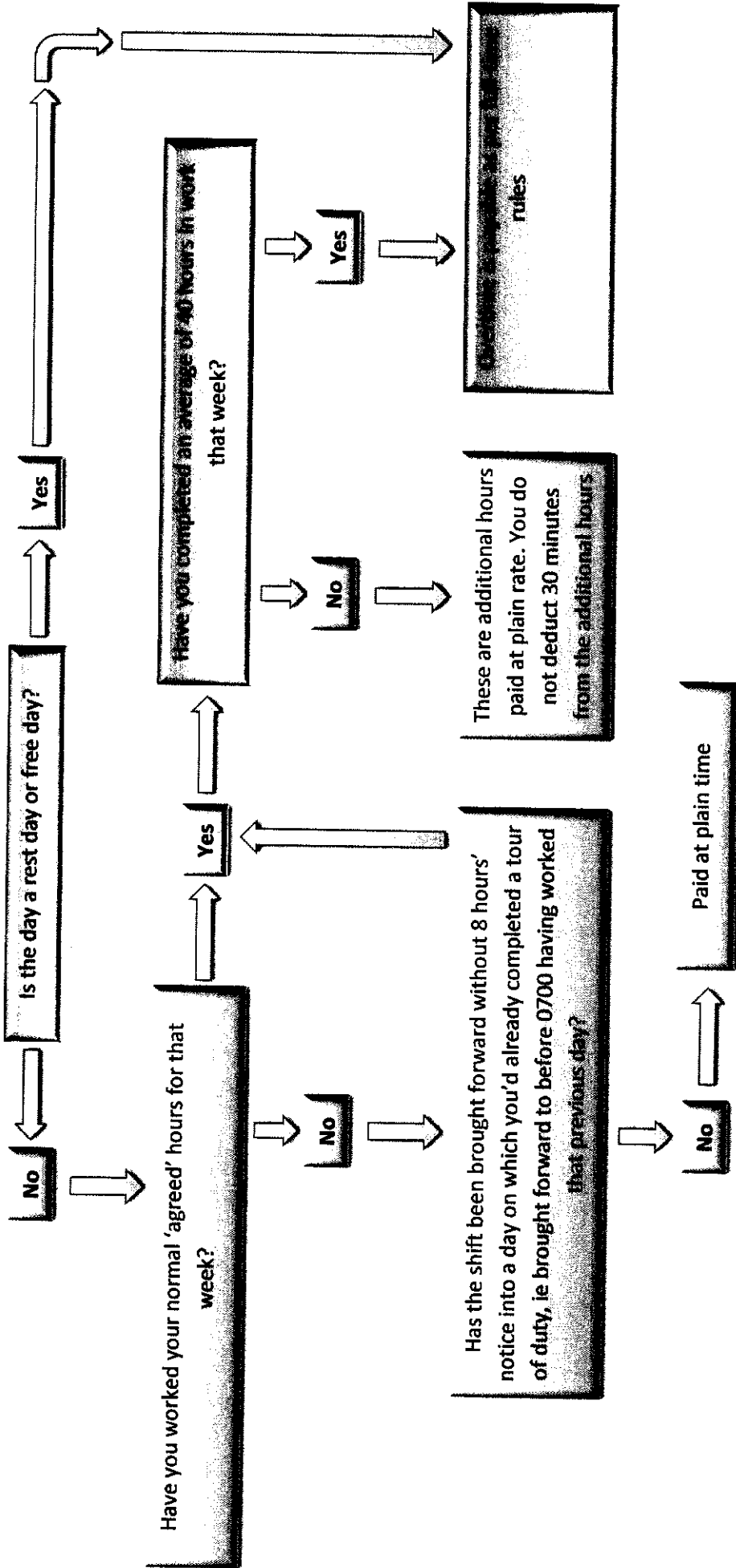
*Less than 8 clear days' notice? → Double time plus another day off

Double time plus another day off

Days AL or 1 day AL and 1 day's pay at double time for the 1st 2 days

Annual leave day re-instated

Part Time Workers Overtime and Additional Hours Entitlement



Asterix legend

*Clear days do not include the day on which you were warned or the day you had to work; ** Due notice is not less than 8 hours before the new start time; ***This applies to first 2 days AL only - after that it's a day and a half for each day or 1 day off and ½ day at double time. 1 day's pay is the number of hours you would have been rostered to work on that day;****Travelling time can only be claimed if the total claim is no more than 6 hours.