



Hours of Work Policy

Your guide to working hours and breaks



Standard Working Hours

Weekly Maximum

40 hours per week across five consecutive days

Daily Limit

Eight hours maximum between 8.00am and 5.00pm

Flexible Agreement

Hours agreed between employee and manager



Overtime Work

Employees may be asked to work outside usual hours.

1

Voluntary Basis

Employees can decline overtime without penalty

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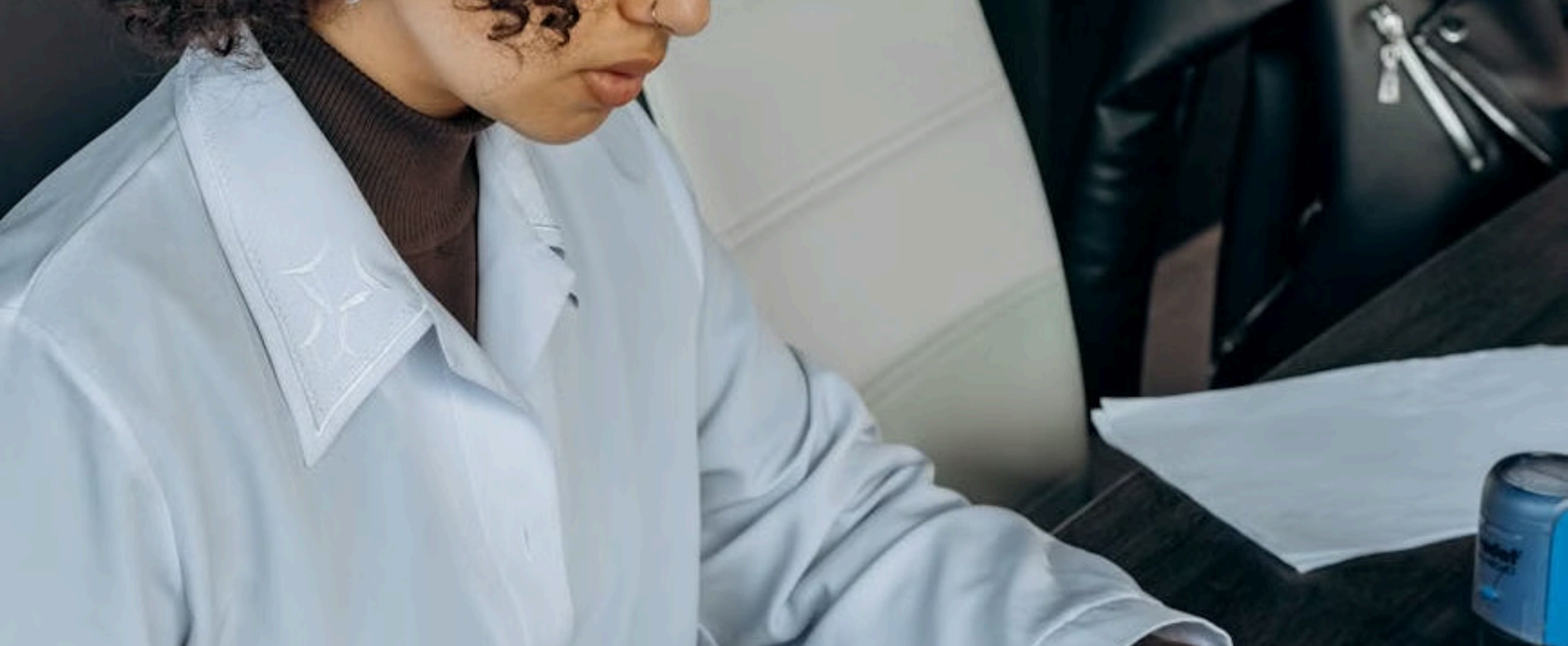
Payment Options

Three payment structures available depending on employment type

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Recorded Agreement

Overtime arrangements included in employment agreement



Overtime Payment Options



Option 1: Standard Rate

Hourly employees paid same rate, calculated in one-hour units



Option 2: Premium Rates

1.5x rate first three hours, 2x rate thereafter



Option 3: Time in Lieu

Salaried staff may receive time off at employer's discretion

Rest Breaks Entitlement



Minutes

Paid rest break for 2-4 hour work periods



Minutes

Two paid breaks for 6-8 hour work periods



Minutes

Unpaid meal break for periods exceeding four hours

Rest breaks taken on premises with manager's consent.



Policy Management

01

Agreement Process

Hours agreed between employee and manager, approved by senior manager

02

Record Keeping

Manager maintains daily records of actual hours worked

03

Special Requests

Departures from policy require HR consultation before approval



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