

Rosters

Know Your Rights

Clauses you should know in your Enterprise Agreement are Clause 4.5 Rosters, Clause 6.1 Annual Leave and Clause 4.3 Overtime.

- 1** You must be notified of your roster where possible 4 weeks in advance but not less than 1 week in advance (Clause 4.5.2).
- 2** Rosters must be displayed in a place conveniently accessible to employees (Clause 4.5.2).
- 3** Any changes to a roster will be by mutual agreement between you and management (Clause 4.5.4).
- 4** If mutual agreement cannot be reached on a change of roster, management must give you 1 week's notice of the change, unless the change of roster is due to **sudden and unexpected circumstances in which case you can be required to work to enable the hospital to function** (Clause 4.5.5).
- 5** You cannot be directed to **finish a shift early** or **not work a shift** without your agreement or 1 week's notice of the roster change.
- 6** You cannot be directed to take annual leave without your agreement or without at least 2 months notice in writing where you have excessive annual leave or in the case of a close down (Clause 6.1.16 and 6.1.17).
Under your agreement and the Fair Work Act, you can refuse to work overtime on reasonable grounds (Clause 4.3.2). Reasonable grounds may include:
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 - risk to your health and safety;
 - personal circumstances including family and carer responsibilities;
 - insufficient notice; or
 - any other relevant matter.
- 8** Management may request that you take accrued Time Off In Lieu (TOIL) at times when the ward/unit experiences slow periods or is closed (Clause 4.3.12). It's your decision as to whether you agree to their request.

For more information contact your NSWNMA on 1300 367 962



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