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ADMINISTRATIVE	5	
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WORKFORCE MANAGEMENT	2	
NUMBER	006	
		Policy Database Document Reference Number 532006D

ACCRUED DAY OFF – PROFESSIONAL AND ADMINISTRATIVE STAFF PROCEDURE

(Replacing Extended Working Hours Procedure)

Parent Policy Title	Workforce Management Policy													
Associated Documents	La Trobe University Collective Agreement 2009 La Trobe University Code of Conduct Hours of Work – Professional & Administrative Staff Procedure Overtime – Professional & Administrative Staff Procedure													
Preamble	These Procedures provide information relating to accrued day-off arrangements for professional and administrative staff employed at La Trobe University ('University'). The working conditions set out here may not automatically apply to all staff.													
General	These Procedures apply to professional and administrative staff. The Procedures to be followed are set out in Part E of the La Trobe University Collective Agreement 2009 ('Collective Agreement'), and are summarised here. Staff wishing to use these Procedures must refer to the Agreement and not rely solely on this summary. Refer to Clause 48 for Academic Staff Workloads.													
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1. Accrued Day Off Arrangement	Unit Managers will decide on exact working hours and whether or not an 'Accrued Day Off Arrangement' is appropriate. This decision will be based on the servicing arrangements and specific responsibilities of the Unit. Approvals of such arrangements are not guaranteed and must be negotiated with the relevant supervisor or manager.													
2. Priorities	Maintenance of effective University Operations is first priority. Sufficient employees must be available to maintain University Operations at established times.													

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3. Effective supervision	Supervisors should check the accuracy of the employee's calculation regarding accrued hours.
4. Records	Whilst day to day recording of hours accrued normally are unnecessary, supervisors in conjunction with staff may maintain a diary indicating "the days off" taken by each of their staff members under this scheme. Any recording of the hours under this scheme is a matter for the Unit Manager to determine according to the needs for their particular area.
5. Reverting to standard work hours	Unit Managers have the right to revert staff to standard working hours.
Status	New Procedure. Approved by Planning and Resources Committee, 14 November 2011, Minute 42.10.
Approval Body	Vice-Chancellor on the recommendation of the Planning and Resources Committee
Initiating Body	Executive Director, People and Culture.
Definitions	<p>Unit Manager may include:</p> <ul style="list-style-type: none"> • Heads of Schools or duly appointed delegate; • Heads of Departments or duly appointed delegate; • Supervisors or duly appointed delegate; and/or • Managers or duly appointed delegate.
Date Effective	14 November 2011
Next Review Date	November 2015
Keywords	Work hours; Flexitime; Extended Working Hours Scheme.
Owner/Sponsor	Executive Director, People and Culture.
Author	Director HR Strategy and Policy.
Contact	Manager, Employee Relations.