

# EDUCATION SERVICES (POST-SECONDARY EDUCATION) AWARD 2010

## Overtime

Overtime – is time worked in excess of 38 hours (or the usual part-time hours for a part-time employee) or outside the span of ordinary hours.

## Overtime - General Staff

<b>Level 7 or below</b>	Time and a half for the first 2 hours and double time thereafter calculated on a daily basis, minimum period payable is half an hour Monday to Friday or 3 hours Saturday for a M-F worker
<b>Level 8 or 9</b>	Time off instead of overtime payment on the basis of one hour for each hour worked

## Time Off Instead of Overtime Payment – General Staff

<b>Level 7 or below</b>	Time off instead of payment is by agreement arranged on the basis of one hour time off for each hour worked
	The employee is entitled to take time off instead of overtime payment in the next pay period following accrual or otherwise as mutually agreed with the employer
	Where time off is not taken within 4 weeks of accrual, at the request of the employee, the employer must pay the accrued time at the relevant overtime rate
<b>Level 8 or 9</b>	Maximum accrual is 76 ordinary hours at anniversary date, otherwise employee must take time off to reduce the accumulated hours to below 76 hours
	If after a further 6 months the employee holds credits in excess of 76 hours the credits in excess of 76 must be paid out, accrued hours are paid out on termination

## Overtime – Teaching Staff

	An employee who is not working annualised hours and who works overtime is entitled to time off instead of payment on the basis of one hour for each hour worked
	Maximum accrual is 76 ordinary hours at anniversary date, otherwise employee must take time off to reduce the accumulated hours to below 76 hours
	If after a further 6 months the employee holds credits in excess of 76 hours the credits in excess of 76 must be paid out, accrued hours are paid out on termination



# fact sheet

## Education Services Rates

### Overtime – All Staff

All employees - rest period after overtime a break between the ceasing and commencing duty of at least 10 hours plus reasonable travelling time without loss of pay or paid at double time until and released from duty until 10 hour break provided

#### Make-up time

Where the employee takes time off during ordinary hours and works those hours at a later time, during the spread of ordinary hours by agreement

### Weekend & Public Holiday Penalties – Day shift general staff only

(Shift work Penalty Rates- See Shift Worker Fact Sheet)

#### Saturday work

Time and a quarter during the spread of ordinary hours otherwise overtime rates apply

#### Sunday work

Double time (minimum 4 hours)

#### Public holiday work

Double time and a half (minimum 4 hours)

This advice is general summary only of the provision of the Fair Work Act in relation to this topic. The full text of the Fair Work Act and associated legislation should be used and advice sought before determining any course of action arising from obligations or requirements of the legislation which may be applicable to specific arrangements  
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