Just a few notes on how the RAH ED roster works...

**1. Roster release**

The roster is written 4-weeks at a time; I will aim to get it to you a month or so in advance, but sometimes due to factors beyond my control, it may be delayed.  If this is the case, I will let you know (and why)

**2. Leave**

Formal Paid leave (annual leave, study leave, exam leave, professional development leave) needs to be applied for and approved.  Do not book anything (courses, flights, etc) until it has been approved!

Generally, we can have 3FTE off at any one time, but there may be times when we can accommodate more.

Priority for leave is given to PD leave and exam leave.  Study leave will be given but may not be immediately prior to an exam.  There will be block-out periods for recreational annual leave around exam time to allow for this.

Large chunks (ie- 3 weeks or more) of leave need to be applied for no less than 3 months in advance, smaller periods can be asked for closer to the date.

Being flexible with your dates and type of leave (ie: using some RDOs before) will increase the chance we can approve your leave, especially when there are multiple requests for any specific period.

(Note: you cannot use RDOs after AL - it's a payroll thing and they will continue to deduct AL until you return to work, I have no control over this!)

You are entitled to:

* Study leave (SL) -
  + 5 days per (contract) year
  + This can be rolled over for 2 years maximum
* Exam Leave (EL) -
  + day(s) of exam only

*Note: Study Leave/Examination Leave is only available to those in an accredited* ***Australasian****training program*

* Professional Development (PDL)
  + 5 days per (contract) year.
  + This can be rolled over for 2 years maximum
  + Must be used on actual day(s) of course (but can include any travel days immediately before or after)
* Annual leave (AL) -
  + being on a 7-day roster, you are entitled to 35 days per (contract) year
  + if not taken, continues to roll over with no maximum
  + based on FTE
    - 1.0 FTE is 76 hours / 14 days = equivalent to 5.4h per AL day
    - 0.75FTE is 76 hours  x 0.75 = 57 hours /14 days = equivalent to 4.07h per AL day
    - 0.6FTE is 76 hours  x 0.6 = 45.6 hours /14 days = equivalent to 3.25h per AL day
    - 0.5FTE is 76 hours x 0.5 = 38 hours /14 days = equivalent to 2.7h per AL day
    - 0.25FTE is 76 hours  x 0.25 = 19 hours /14 days = equivalent to 1.36 h per AL day
* Day-in-lieu (DIL) -
  + given for Public Holidays NOT worked.
  + (if you work a public holiday, you do not get a DIL but will be paid penalty rates for it)

**3. Roster requests**

I will send out an email prior to writing the next roster asking for any requests, and there will be a closing date on this.  Requests are just that... requests; they are not guaranteed.  I use a "first-come, first served" basis and late requests will not be considered.

I will not be making any changes for requests not met/late requests - once the roster is released, it is up to you to organise your own swaps if needed.

It is in your best interest to submit your requests as soon as you know them - you do not need to wait for the email to come out.

**4. Roster Swaps**

Swaps must adhere to EBA rules

- you cannot work >8 days in a row

- must have at least 8 hours off between shifts

Roster swaps can be made anywhere in the roster but cannot cross rosters.

There is no issue swapping across seniority or shift times.

- EXCEPT with any swaps involving night shift - there must always be at least one airway-trained Registrar on night shift (the names of airway-trained registrars are highlighted in **Red**on the emailed roster - or a little airplane icon on CoreSchedule)

**5. Nights**

You will be expected to do 4 nights per month/4-weekly roster for contracts >/= 0.75FTE.

You can split these 2+2 if you like (please let me know if this is your preference, otherwise the default will be 4 at a time).

<0.75FTE will do 2 per month, or 4 per 2 months (roster permitting)

Taking leave does not mean missing out on your nights - you will still be expected to do them before/after and may mean they come early.  Consider yourself lucky if you get a stretch without them or even end up with less than your allocation.

**6. On-Call**

We do an on-call system to cover sick leave for night shift only.  I will always endeavour to roster this immediately before or after your nights, but occasionally you may get a random one when this is not possible.

You must be notified before 1600 on that day to allow you enough time to rest (in case you've been up all day) prior to starting the night shift.

This also goes the other way - if you are sick for your night shift, please notify use prior to 1600 so the on-call person can be called in.

**7. Teaching**

Teaching is on Thursdays.

Allocation to paid teaching is based on your FTE.  You may get less when you take leave (obviously you are not rostered on to teaching during leave and will likely miss one for being on nights/post-nights).

* 1.0 FTE = 3 x paid teaching sessions per month/roster
* 0.75FTE = 2 x paid teaching
* 0.5FTE = 1 x paid teaching

If you are rostered off, you are welcome to come in your own time.

Occasionally if we are short-staffed, you may be rostered to work on the floor - if this is the case, you need to be on the floor and not leave to go to teaching.

**8. Weekends**

Unsurprisingly, you are expected to work weekends.

EBA states you are entitled to 1 full weekend (Sat + Sun) off per 28-day cycle; each roster is 28 days and considered one cycle, so you will get one full weekend off per roster (this includes a weekend where you are on leave).

Generally for the other weekends, I roster one full weekend on, and the other 2 weekends with one day or the other.

Anything less is a bonus (but may be used to balance out another month where you end up with more weekends)

All in all, I try to be as fair as possible to everyone while keeping within EBA rules.

The RAH and TQEH EDs have agreed on a Workplace Flexibility Agreement (WFA) with SASMOA, which means the following adjustments to the EBA:

1. Your hours are calculated monthly rather than fortnightly.

Meaning you may work more in one fortnight and less in the other.

This in turn means your pay may vary significantly between fortnights

2. Overtime is calculated monthly rather than fortnightly.

We lose the overtime loading for >76 hours in a single fortnight. BUT we will still get overtime loading if >152 hours in a month.

(This is rare and when it does occur, it's usually only an hour or two unless agreed upon beforehand)

3. "Unsociable hours" loading is now given for any shift >6 hours which commence on or after 1000

(Previously 1200 - so this is a bonus for "M" shifts now!)

4. You can swap your shifts anywhere within the 4-week roster.

BUT - EBA rule still exist that you cannot work more than 8 days straight.

5. You can now be rostered for an afternoon/evening shift before a night shift

(Previously EBA rule was at least 24 hours off before night shifts)

Feel free to contact me to explain or answer any queries in regard to the roster or WFA if required; I like to think I'm pretty approachable.