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### Overtime and On Call Policy

All overtime is to be approved by the nominated Administration staff member and once approved will be paid at the relevant rate according to the Modern Award. Employees are not permitted to record hours as overtime without such approval. Overtime cannot be negotiated retrospectively.

An On-Call (Availability for Duty) allowance will be paid for the pay period the employee is rostered. The employee must be available to the employer by means of telephone at any time while receiving the Availability for Duty allowance. Where the employee is called out, payment is made from home, to home, with a minimum payment of two hours at the appropriate rate.