Fatigue leave following weekends and/or rostered days off

Policy Number: C65 (QH-POL-135)
Publication date: June 2014
Purpose: To outline entitlements relating to fatigue leave following weekends and/or rostered days off.
Application: This policy applies to the following groups of employees engaged under the District Health Services Employees’ Award – State 2012:

- Administrative Stream employees
- Occupational Therapists
- Pharmacists
- Physiotherapists
- Radiographers
- Scientists
- Speech Pathologists
- Technicians and
- X-Ray Engineers

working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:
- District Health Services Employees’ Award – State 2012

Related policy or documents:
- Overtime HR Policy C60 (QH-POL-180)

Policy subject:

1 Policy statement

History
1 Policy statement

This policy applies only following days off or public holidays on which no ordinary work is performed by the nominated groups of employees engaged under the District Health Services Employees’ Award – State 2012.

History:

| June 2014                                      | Policy formatted as part of the HR Policy Simplification project. |
|                                               | Policy amended to update references and naming conventions.     |
|                                               | Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project. |
|                                               | Policy not applicable to QAS employees.                         |
| March 2010                                    | Developed as a result of the HR policy consolidation project.   |
| Previous                                     | IRM 2.5-6 Fatigue Leave – Special Arrangement Following Weekends and/or Rostered Days Off |
Fatigue Leave following weekends and/or Rostered Days Off
Schedule One - Process

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

1 Fatigue leave

If an employee:

• works more than two hours overtime between 10:15 pm on any day (other than an ordinary rostered working day) and the commencement of work on their next ordinary rostered working day
• has not had at least ten consecutive hours off duty during the 15 hours immediately preceding the commencement of work on the next ordinary rostered working day

the employee is to be granted fatigue leave until they have had ten consecutive hours off duty. No pay is to be deducted from the employee for ordinary working time during the period of fatigue leave.

2 Additional payment at double rates

If on the instructions of an authorised person the employee resumes or continues work without having had ten consecutive hours off duty:

• payment is made at double rates until the employee is released from duty for such period
• the employee is entitled to be absent until completing the required ten consecutive hours off duty without loss of pay for ordinary working time occurring during the period of fatigue leave.

3 Time worked

Work which commences after 7:00 am prior to commencing duty on the next ordinary rostered working day, would not count as time worked for the purpose of granting fatigue leave as stated in section 1 of the policy.

Example
An employee is on a rostered day off but is called into work from 9:00 pm Sunday until 1:00 am Monday (i.e. four hours overtime including travel time). The employee is due to commence their next ordinary rostered working day at 8:00 am Monday.

The employee is entitled to at least ten consecutive hours off duty in the 15 hours preceding 8:00 am Monday i.e. from 5:00 pm Sunday. The employee has not had the required ten hours off duty. The employee is to be granted fatigue leave from 8:00 am Monday and commence work at 11:00 am Monday. The employee is paid for their full shift or the employee is rostered to start at 11:00 am on the Monday (and still receive payment as if they had worked a rostered shift).

4 Rostering and fatigue leave

Many of the problems regarding fatigue leave can be overcome by either:

• not rostering the employee who is on call for the first shift of the following day
• not employing on call an officer who is rostered for the first shift of the following day.