

# **OVERTIME: IMPORTANT THINGS YOU SHOULD KNOW**



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Authorised by Julia Angrisano, National Secretary, December 2016

## **NAB ENTERPRISE AGREEMENT 2016**

**OVERTIME APPLIES** to employees in Level 1 and 2 roles only. It's currently capped and the maximum Total Remuneration Package for calculating overtime is \$68,594. The amount is adjusted annually.

### **OVERTIME MUST BE AUTHORISED**

Overtime is work on top of your ordinary hours of work which is authorised by your People Leader prior to being worked.

For Flexible Part Time employees, overtime is paid for hours worked on top of 140 hours in a four week cycle.

*Authorisation can be either a specific approval to work at a particular time or it can be a general instruction to finish a task before leaving work.*

### **OVERTIME IN THE BRANCH NETWORK**

In the Branch Network your Store Manager has the authority to approve up to one hour of overtime per day, per employee.

### **CAN YOU SAY NO TO OVERTIME?**

You may refuse to work overtime if it would result in unreasonable working hours due to:

- Your health and safety
- Your personal circumstances, including your family responsibilities
- The needs of the workplace or enterprise in which you are employed
- The payment you will receive
- The notice you get to work the overtime
- Notice you give for refusing the overtime
- Usual patterns of work where you work
- The nature of your role, and your level of responsibility
- Other relevant matters that you raise

### **WHAT LOADINGS ARE YOU ENTITLED TO?**

Overtime loadings vary and are paid as follows:

- Weekdays: the first 3 hours get a 50% loading
- Each hour after that gets a 100% loading
- Weekends: each hour gets a 100% loading
- Public Holidays or RDOs: each hour gets a 100% loading

### **WHAT ABOUT TIME OFF IN LIEU?**

Time off in lieu at the rate of hour for hour can only be initiated by you but requires the approval of your People Leader. If TOIL is not taken within four weeks, you can choose to be paid for the overtime, at the appropriate penalty rate, instead.

### **GUARANTEED REST PERIODS**

You are entitled to 10 consecutive hours off between finishing your work day and starting your ordinary shift the next day. Where NAB instructs you to resume work without having 10 consecutive hours rest, you will be paid double time until you're released from duty for 10 consecutive hours or more.

### **OVERTIME OR OVERWORK?**

Working regular or continuous overtime will lead to an assessment of the need for additional employees or a need to change the amount of work undertaken.

*If you're regularly stuck at work after your finish time, contact your FSU Rep, Organiser or the Member Rights Centre on 1300 366 378.*

For further information and support talk to your local FSU Rep or Organiser. Alternatively you can call the Member Rights Centre on 1300 366 378.

# **FSU**

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1300 366 378  
WWW.FSUNION.ORG.AU  
FSUINFO@FSUNION.ORG.AU