### Summary
This guideline outlines the procedures for the use and approval of Allocated Days Off (ADOs) within NSW Health Pathology.

### Application
All NSW Health Pathology employees

### Related to
NSW Health awards

### Sponsor / Contact
Director, Workforce and Culture  
Martin Sainsbury

### Contact details
4920 4022  
martin.sainsbury@health.nsw.gov.au

### Date authorised:
24 April 2015

### Review date:
24 April 2018
1. Purpose
This guideline outlines the procedures for the use and approval of Allocated Days Off (ADOs) within NSW Health Pathology.

2. Scope
This guideline defines ADOs, who is entitled to ADOs and outlines the approval process for ADOs according to the NSW Health Pathology Delegations Manual.

3. Guideline
This guideline outlines procedures in relation to ADOs for employees who are entitled to ADOs as set out in the relevant award. ADOs are not applicable to part time staff or casual staff. Health Managers Level 5 and above may be granted approval for the provision of one day off per month in consultation with their manager.

All eligible employees are entitled to 12 ADOs per year [with the exception of staff employed under the Skilled Trades (State) Award who are entitled to 13 ADOs per year], based on a 12 month period beginning at the employee’s start date. This entitlement is determined by granting one (1) ADO in each month. ADOs do not accrue when on annual leave, long service leave, leave without pay (LWOP) more than 28 days and workers’ compensation (total incapacity). Employees should not accrue more than three (3) ADOs at any one time.

The procedure for approval of ADOs is as follows:

- Employees who are part of an assigned roster will have ADOs scheduled accordingly. Otherwise agreement will be sought by the employee and the manager on the upcoming ADO date. For full time staff who work 8 hour shifts an ADO accrues in each four week roster based on hours worked.
- The manager will approve the ADO date and either enter the ADO into the roster system or forward the details to the Roster System Administrator for entry into the roster system.
- Accurate records must be maintained so that both management and employees are able to ascertain that the correct number of ADOs have been granted in any particular year.
- Payroll process the information from the Roster System and Stafflink to pay the employee for their ADO at the appropriate rate as specified.

It should also be noted that under the NSW Policy Directive (PD) 2010_074 Medical Officers - Employment Arrangements in the NSW Public Sector, Medical Officers on rotation are able to apply for payment of ADOs not taken at the end of rotation.

4. Responsibilities
It is the responsibility of management to ensure that:
- ADOs are to be taken each month where possible;
- ADOs are rostered fairly and equitably, particularly when attached to public holidays and weekends;
- When an employee’s ADO falls on a Public Holiday, the ADO should be changed to another mutually agreed working day;
- No more than three (3) ADOs are accumulated by staff at any one time;
- Ensure that an approval process is established regarding the request to accrue ADOs;
- Flexibility is provided regarding requests for changes and variations to an ADO, with the approval process subject to operational needs;
Correct and accurate ADO records are kept and rosters submitted for payroll processing, record ADOs taken;
Subject to relevant award provisions, accumulated ADOs remaining at termination are paid out at ordinary rates as part of the usual termination payment (which should be clearly articulated on the Electronic Separation Form); and
Periods such as Annual Leave or Public Holiday periods (e.g. Christmas / New Year period) should be identified as opportunities to reduce ADO accumulation to a nil balance.

It is the responsibility of employees to ensure that:
ADOs are taken each month where possible;
Every effort is made to accumulate no more than three (3) ADOs at any one time;
Any variations to the timing of ADOs are approved by the appropriate manager in advance of the ADO;
Flexibility is provided for with respect to whether an allocated ADO needs to be changed based on operational needs;
If an employee is unwell on their rostered ADO, a sick leave day will not be substituted.
If an employee transfers to a different position, they should aim to take any outstanding ADO’s prior to commencing in their new position. If this is not possible, employee’s should elect to be paid out the residual balance (maximum of three (3) ADO’s may be paid out). If an employee has more than three (3) ADO’s accrued, they should take the remainder prior to transferring to a new position at a time mutually agreed between the employee and the employer.

5. Definitions
Allocated day off means work arrangements provided for by the relevant award which are organised by mutual agreement between an employee and their manager.

Eligible employee means an employee who is entitled under the provisions of the award under which they are employed to an ADO.

6. Related documents
NSW Health Determination no. 14 of 2013 (In relation to ADOs for Health Managers Level 5 and 6)

7. Version history

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Amendment notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>