

# Shift Scheduling Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

## Important Notice

This template provides general guidance on shift scheduling. Specific requirements around shift lengths, breaks and penalty rates vary by award. Always check your applicable modern award or enterprise agreement.

## 1. Purpose

This policy establishes the framework for scheduling shifts at [Company Name]. It defines shift types, scheduling principles and requirements to ensure efficient operations while supporting employee wellbeing.

## 2. Scope

This policy applies to:

- All shift-based work at [Company Name]
- All departments and locations
- All employment types

## 3. Shift Types

### 3.1 Day Shifts

- Standard daytime hours
- Typically [7am-6pm] range
- Most common shift type

### 3.2 Evening Shifts

- Hours extending into evening
- May attract penalty rates
- Check applicable award

### 3.3 Night Shifts

- Overnight hours
- Specific penalty rates apply
- Additional fatigue considerations

### **3.4 Split Shifts**

- Shift worked in two separate periods
- Subject to award provisions
- Unpaid break between periods

## **4. Shift Length**

### **4.1 Minimum Shift**

- Minimum [3/4] hours per shift
- As required by applicable award
- Ensures worthwhile attendance

### **4.2 Standard Shift**

- Typical shifts of [7.6/8] hours
- Plus meal break

### **4.3 Extended Shifts**

- Shifts up to [10/12] hours
- By agreement or as per award
- Fatigue management applies

## **5. Breaks**

### **5.1 Meal Breaks**

- Unpaid meal break of [30/60] minutes
- Taken during shift as scheduled
- After maximum [5/6] hours worked

### **5.2 Rest Breaks**

- Paid rest break of [10/15] minutes
- As per applicable award
- Cannot be accumulated

### **5.3 Break Timing**

- Breaks scheduled at appropriate intervals
- Not at start or end of shift
- Manager approval for variations

## **6. Scheduling Principles**

### **6.1 Operational Requirements**

- Shifts scheduled to meet demand
- Adequate coverage maintained

- Peak periods resourced appropriately

## **6.2 Employee Considerations**

- Availability taken into account
- Consistent patterns where possible
- Fair distribution of shift types

## **6.3 Compliance**

- Award requirements met
- Maximum hours observed
- Rest period requirements maintained

# **7. Weekend and Public Holiday Shifts**

## **7.1 Weekend Shifts**

- Penalty rates apply
- Distributed fairly among team
- Preferences considered where possible

## **7.2 Public Holidays**

- Staffing based on operational need
- Penalty rates as per award
- Employee agreement where required

# **8. Overtime**

- Hours beyond ordinary hours
- Subject to employee agreement
- Overtime rates apply
- Managed to prevent fatigue

# **9. Shift Patterns**

## **9.1 Rotating Shifts**

- Shifts rotate through different times
- Fair distribution of patterns
- Adequate notice of changes

## **9.2 Fixed Shifts**

- Consistent shift times
- May be available for some roles
- Subject to operational needs

## 10. Responsibilities

### 10.1 Managers

- Schedule shifts to meet operational needs
- Ensure award compliance
- Consider employee circumstances

### 10.2 Employees

- Attend scheduled shifts
- Take breaks as rostered
- Report concerns about scheduling

## 11. Review

This policy will be reviewed annually or when scheduling practices change.

## Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Shift Scheduling Policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_