



Procedure: Shift work

Purpose

To inform staff of conditions and relating to shift work in accordance with the [ANU Enterprise Agreement](#).

Definitions

Ordinary hours of work means the ordinary number of hours of work required for a full time, professional staff member in accordance with the ANU Hours of work and related provisions procedure.

Span of hours reflects the time span during which ordinary time rates are payable in accordance with the [ANU Procedure: Ordinary hours of work and related provisions](#).

Regularly rostered means a situation where a staff member does not rotate or alternate shifts with other staff members on day work, so as to give at least one-third of the staff member's working time *off* night shift.

Shift worker is a professional staff member who is required by the University to work on a regularly rostered basis outside the ordinary span of hours.

Casual loading means the 25% loading on base hourly rate paid to casual staff in lieu of certain entitlements, including, but not limited to, annual leave and personal leave.

Procedure

General application of shift work

1. The normal hours of work of a staff member engaged as a shift worker must not exceed 35 per week, or 38 per week for a staff member employed in the Hospitality stream, when averaged over a cycle of shifts.
2. Where shift work is required, the University will provide a shift work roster, which will include the days and times the staff member is required to work. Rostered times must not be changed by the University unless a minimum seven days' notice is given to the staff member concerned.

3. In circumstances beyond the control of the University, the shifts on a roster may be changed with 72 hours' notice or by mutual consent between a staff member and supervisor.
4. Places in a shift roster may be interchanged by mutual agreement between the staff members concerned and the supervisor.
5. Where less than seven days' notice has been given and a staff member is required to work on a rostered day off, the staff member will be paid overtime for the time worked on that day.
6. Where a casual professional shift worker works outside the span of hours as outlined in the [ANU Procedure: Ordinary hours of work and related provisions](#), they will be entitled to the shift penalty rates in accordance with the table in clause 11 (below).
7. Subject to the [ANU Procedure: Overtime for professional staff](#), time worked by a shift worker outside the rostered hours of work for a shift on any day will be paid at overtime rates.
8. A shift worker who works overtime will be paid the eligible overtime rate prescribed in the [ANU Procedure: Overtime for professional staff](#). The overtime rate will be in substitution for, and not cumulative upon shift penalty rates, for the overtime hours worked.

Shift work coinciding with daylight savings changeover

9. Where a staff member is performing shift work during the daylight savings changeover from standard time, or the reverse, the staff member will be paid for a full shift, no more and no less.

Shift penalty rates

10. Shift penalty rates applicable to casual staff are inclusive of and not additional to the casual loading.
11. Subject to clause 7 through 9 (above), a staff member who works shift work will be entitled to penalty rates in accordance with the following table:

Shift	Rate (%of the hourly rate applicable to the appropriate ANU Officer level)	
	Staff other	Casual staff

		than casual	
Staff other than hospitality Monday to Friday	Morning shift starts at/after 4.00am & before 6.00am but finishes no later than midday	115%	140%
	Afternoon shift finish after 6.00pm (or 7.30pm for cleaners & security staff) but no later than midnight	115%	140%
	Night shift finish after midnight but no later than 8.00am	130%	155%
Hospitality staff - Monday to Friday	Shift commencing before 6.30am or finish after 7.30pm any day (Monday to Friday inclusive)	115%	140%
	Shift where staff are regularly rostered** for at least 6 hours duty after 10.30pm or who is regularly rostered to commence shifts at or before 4.00am	130%	155%
Saturday		150% max	150% max
Sunday		200% max	200% max
Public holiday		250% max	250% max

Part-time library shift workers

12. A part-time library shift worker will be paid the following rates in substitution of those set out in the table in clause 11 (above), when required to perform any shift work outside the normal span of hours so defined:

- * 115% for any shift worked Monday to Friday;
- * 125% for shift work performed on Saturday;
- * 150% for shift work performed on Sunday; and
- * 250% for a public holiday.

13. No payment will be applicable where a staff member would normally have been rostered to work on a public holiday or University closure date that falls during the University closedown period and the staff member is not required to work.

Shift worker and leave arrangements

14. A shift worker who is on annual leave will, for the period of the leave, continue to be paid the shift penalty rates that they would normally receive.

15. Except for those on annualised shift allowances, a shift worker who is on personal leave or long service leave will be paid ordinary hours and not the shift penalty rates which they normally receive.

16. A shift worker will be paid at the ordinary time rate, exclusive of penalty rates, for a public holiday which falls on a day that they would have regularly been rostered, except that they would be paid at the public holiday rate for time actually worked on that day.

Annualised shift allowance

17. Annualised shift allowances are designed to create administrative ease for the University and certainty for the staff member. Where a staff member(s) and the University enter into annualised arrangements, such allowances cannot be used to reduce the entitlements that a staff member(s) would otherwise have received through the normal calculations of shift rates when averaged over a year. If agreement cannot be reached, the provisions of this schedule will apply.

18. The delegate may approve payment of an annualised shift allowance to compensate for all shifts worked in lieu of the shift penalty payments prescribed in the table in clause 11 (above). For staff members at Senior Manager Grade 1 or above, the delegate will be the Chief People Officer.

Trainees

19. A trainee will not work shift work unless such shift work makes provision for approved training.

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