*This fact sheet is to be read in conjunction with the procedure -* [*Hours of work, accrued time off, time off in lieu and time sheet arrangements for non-school based public servants*](https://ppr.qed.qld.gov.au/pp/hours-of-work-accrued-time-off-time-off-in-lieu-and-timesheet-arrangements-for-non-school-based-public-servants-procedure)

**Working hours arrangements**

Employees can work up to a maximum of 9.5 hours per day (excluding meal breaks) within the spread of hours before Time off in Lieu (TOIL) or overtime apply.

**Accrual of time**

In accordance with clause 15.6 and Schedule 3 of the [Queensland Public Service Officers and Other Employees Award – State 2015](https://www.qirc.qld.gov.au/awards/modern-awards)the express purpose of the *Organisational (flexible) hours of work arrangements – day workers* is to provide all non-school based public servants with access to an accrued full day(s) off within a work cycle, or access to accrued time in part-days off.

Credit time shall accrue from one working day to the next with the objective of allowing employees to access a minimum of one full accrued day off per work cycle.

Where operational and client service needs necessitate that an accrued time off (ATO) balance is carried over to the next work cycle, the maximum carryover balance shall be limited to five days accrual (36.25 hours), unless prior approval has been received by your manager.

Employees subject to a managing unsatisfactory performance process or absenteeism management plan may not be permitted to accrue time. Employees subject to these processes may be required to work ordinary hours only.

ATO will not be paid out either upon separation from the department or at any other stage during employment. Employees must be provided with the opportunity to use their ATO prior to separation from the department.

**Accrual of time - Part-time employees**

Part-time employees and their ability to accumulate time off is based on operational requirements and manager approval.

Part time employees who work up to 7.25 hours on days where they would normally work fewer hours may choose to either accrue the extra time as ATO, or be paid the extra time and have that time taken into consideration in the calculation of their pro-rata entitlements.

**Time off in Lieu**

* For employees AO6 – AO8 and equivalent (excluding casual employees), overtime is compensated by TOIL on a time for time basis, in accordance with the [Hours, Overtime and Excess Travel (Directive 02/18)](https://www.forgov.qld.gov.au/documents/directive/0218/hours-overtime-and-excess-travel).
* For employees above AO5.4 (or equivalent), up to and including AO6.4 (or equivalent) – TOIL accrued will be paid out at ordinary time rates if it remains unused after 12 months from the date overtime was worked, where the employee has both taken reasonable steps to avoid excessive TOIL balances and been refused an application to take such TOIL.
* Employees above AO6.4 (or equivalent) up to AO8 (or equivalent) – TOIL will lapse if not taken within 12 months from the date overtime was worked.
* A salary above AO5.4 are not entitled to remuneration for overtime and shall instead be compensated by TOIL.

**Timesheets**

* In accordance with the [Attendance Recording and Reporting Requirements (Directive 07/18)](https://www.forgov.qld.gov.au/documents/directive/0718/attendance-recording-and-reporting-requirements), attendance records are to be kept on all public service employees, with the exception of:-
	+ A07 and A08 (or equivalent) roles with an approved exemption.
	+ SO and SES roles are exempt and are not required to complete timesheets.

**Overtime meal allowances and breaks**

* Employees working overtime may be entitled to an overtime meal allowance and a meal break in accordance with the [Hours, Overtime and Excess Travel (Directive 02/18)](https://www.forgov.qld.gov.au/documents/directive/0218/hours-overtime-and-excess-travel).

**Public holidays**

* Employees (other than casual employees) are to be paid for the hours they would normally work on the day the public holiday falls.
* For employees required to work on the public holiday, work is to be compensated in accordance with the rates prescribed in [Queensland Public Service Officers and Other Employees Award – State 2015](https://www.qirc.qld.gov.au/awards/modern-awards)clause 23.

For further information, contact:

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