

Changes to the Accrual of Additional Days Off for Nurses and Midwives

Summary This Information Bulletin advises of changes to the way Additional Days Off are accrued for nurses and midwives.

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CHANGES TO THE ACCRUAL OF ADDITIONAL DAYS OFF FOR NURSES AND MIDWIVES

PURPOSE

This Information Bulletin (IB) advises of the changes commencing 21 October 2019, in the way Additional Days Off (ADOs) are accrued for nurses and midwives, covered by the *Public Health System Nurses' and Midwives' (State) Award* (the Award). This IB is to be read in conjunction with [PD 2019_010 Leave Matters Manual for the NSW Health Service](#).

KEY INFORMATION

The NSW Ministry of Health and NSW Nurses and Midwives' Association have agreed on a method that better accommodates the calculation and management of ADOs for eligible fulltime nurses and midwives who work varying shift lengths in a roster cycle, to ensure that they are provided with a more accurate accrual of ADOs per year.

Clause 4 of the Award provides that, where a fulltime nurse or midwife works varying shift lengths, additional time off must be granted to ensure that the average ordinary time worked is 38 hours per week. To achieve this, the employee's hours and pay are 'pay averaged' and a paid ADO is rostered to the employee during the roster cycle.

Current Stafflink ADO calculation

The current ADO calculation in Stafflink is based on a rostered shift count. After every 19 shifts an ADO is added to the ADO balance and when an ADO is taken the balance is reduced by one day for each ADO taken. This methodology assumes a fixed shift length of 8 hours and limits an employee's visibility about how their ADOs are accrued. Those particularly affected are nurses and midwives who work shifts other than 8 hour shifts.

New Stafflink ADO calculation

The new ADO calculation will be based on actual hours rostered and ensures that 5% of the hours rostered for each shift contribute towards the ADO balance. This considers ADO accrual process for nurses and midwives who work shifts other than 8 hour shifts and will be utilised into the future to ensure ADO accruals are accurate, visible and up-to-date.

The following additional leave types now also contribute to nurses' and midwives' ADO accrual:

- Public Holiday Leave (leave granted in lieu of Public Holidays for nurses and midwives working a rotating shift)
- Public Holiday Credit (leave credited for nurses and midwives, excluding rotating shift, when they work on a public holiday)

- Extra Leave (additional leave credited for working Sundays and Public Holidays)

New ADO balance

The transition to this new ADO accrual methodology will commence from 21 October 2019, and will involve a retrospective reconciliation of hours worked and ADOs taken to arrive at the new ADO balance.

There will be a period from 21 October 2019 when balances will display as 0. It is expected to take approximately a fortnight for all the balances to be updated as the pay runs need to be finished for the balances to be accurately calculated and displayed on the ADO in Hours Balance.

Employees' ADO in Hours balances will be equal to, or greater than, their ADO in Days balances.

Health Agencies should implement local systems to ensure that fulltime nurses and midwives are provided with ADOs in accordance with the Award and that accurate ADO records and balances are maintained.

If, following the reconciliation and rollout of the hours worked system a nurse or midwife has a balance that exceeds a total of three ADOs (Clause 4(vii)(a) of the Award), Health Agencies and the employee will as soon as practicable reduce their ADO balance to a maximum of three but in any event by no later than 21 October 2020. Health Agencies are to have a discussion with nurses and midwives with negative ADO balances, including prior to taking any recovery action.

Taking an ADO after 21 October 2019

An ADO must be taken as a full shift. The length of the shift taken will be deducted from an employee's ADO balance in hours.

For example:

- 8 hour shift taken as an ADO = 7.6 hours deducted from an employee's balance
- 10 hour shift taken as an ADO = 9.5 hours deducted from an employee's balance

Enquiries

Any enquiries concerning this Information Bulletin should be directed to the relevant Human Resources personnel in the Local Health District. Only Human Resource personnel from the Local Health Districts are to contact the NSW Ministry of Health directly.

ATTACHMENTS

1. Nurses and Midwives – Accrual of ADOs – Frequently Asked Questions

Nurses and Midwives – Accrual of ADOs

Frequently Asked Questions

Overview

The NSW Ministry of Health and the NSW Nurses and Midwives' Association have agreed to change how Additional Days Off (ADOs) are accrued for fulltime nurses and midwives.

Effective from 21 October 2019, the ADO accrual method for full-time nurses and midwives is based on hours worked, rather than counting shifts.

The new method better accommodates the calculation and management of ADOs for eligible fulltime nurses and midwives who work varying shift lengths in a roster cycle, to ensure they are provided with an accurate number of ADOs per year.

This document has been created to provide details of the change and to respond to Frequently Asked Questions (FAQs)

Frequently asked questions

What does the Award stipulate in relation to ADOs?

The *Public Health System Nurses' and Midwives' (State) Award Clause 4 (iii) (a)* stipulates that:

- employees who work 8 hour shifts are entitled to 12 additional days off duty per annum (per NSW Health Policy Directive PD2019_010 Leave Matters for the NSW Health Service);
- employees working 10 hour shifts are entitled to one additional day off duty each five weeks; and
- employees working other combinations of shifts are entitled to such number of additional days off duty per annum as will ensure that their ordinary hours of work do not exceed an average of 38 hours per week.

Who is eligible to accrue ADOs

Full time nurses and midwives are eligible to ADOs when the payment type is Pay averaging.

Casual, Part Time and Full Time Reduced employees are not entitled to ADOs.

Will employees on a Flexible Roster Pattern accrue ADOs?

No, employees set up in StaffLink with Flexible Roster Pattern do not accrue ADOs.

Employees set up on Flexible Roster Pattern generally work 12 hours per shift or varied shift lengths.

How will ADOs be calculated in the future?

The Hours Rostered calculation method for nurses and midwives is displayed on the ADO in Hours leave balance on the StaffLink ADO Accrual Plan and accrues as follows:

- 5% of the hours rostered for each shift contribute towards an employee's ADO in Hours leave balance.
- The 5% is based on the agreed formula for calculating ADOs (also known as the pay averaging formula which is 95% of hours worked).

ADO in hours calculation formula:

$$(100\% - \text{Pay Averaging \% Reduction}) * \text{Hours worked} \\ = (100\% - 95\%) * \text{Hours Worked}$$

For example, an employee who works 40 hours a week, is paid for 38 hours and accrues 2 hours towards an ADO.

Will HealthShare be converting the current ADO in Days balances to ADO in Hours in StaffLink?

The ADO balances will be recalculated in StaffLink as of 21 October 2019 and the new balances will be shown in StaffLink as ADO in Hours. The ADO in Days balance will then be displayed as 0 from this date.

Will the ADO in Hours balances be visible in StaffLink effective 21 October 2019?

The ADO in Days balance will drop to 0 effective from the 21st October 2019. There will be a period when balances will display as 0. It is expected to take approximately a fortnight for all the balances to be updated as the Pay Runs need to be finished for the balances to be accurately calculated and displayed on the ADO in Hours Balance.

The ADO in Hours balance is expected to be available from the below dates:

Pay Cycle	Pay Date	ADO Transition date	Expected ADO in Hours balance display date
Pay Cycle 1	31/10/2019	21/10/2019	01/11/2019
Pay Cycle 2	24/10/2019	21/10/2019	25/10/2019
Pay Cycle 3	01/11/2019	21/10/2019	01/11/2019

Can ADOs still be rostered from 21st October 2019 while the balances are being updated?

Yes, ADOs can continue to be rostered as normal. HealthShare will be running reports to capture any adjustments made to the ADO balances during the transition period.

How are the ADO in hours balances calculated?

This will involve a retrospective reconciliation of hours worked and ADOs taken to arrive at the new ADO balance. The ADO in hours balance will be calculated based on 5% of the total hours worked (that contribute to ADO accrual) during the period of ADO eligibility.

For example, for a full-time employee with Pay Averaging from 13 April 2013, the reconciliation functionality will consider all hours contributing towards ADOs from that date, and deduct all ADO in Days taken, to determine the accurate ADO in Hours leave balance.

A reconciliation report will be available on ESS from 21 October 2019 for employees to review the ADO calculation.

What Additional leave types will be contributing to the ADO in Hours Accrual?

As part of the agreement, additional leave types now contribute to the nurses and midwives ADO accrual:

- Public Holiday Leave (leave granted in lieu of Public Holidays for nurses and midwives on rotating shift)
- Public Holiday Credit (leave credited for nurses and midwives, excluding rotating shift, when they work on a public holiday and have a Public Holiday election of time)
- Extra Leave (additional leave credited for working Sundays and Public Holidays)

As these leave types were not previously considered in StaffLink for ADO accrual, employees may see an increase in their balances.

What types of leave don't contribute towards the ADO balance?

ADOs do not accrue during the below periods:

- Long Service Leave
- Parental Leave (full or half pay)
- Annual Leave
- Leave Without Pay greater than 28 consecutive calendar days

Can ADOs for Nurses and Midwives be taken as partial days?

ADOs should still be rostered for a whole day and based on the employees normal rostered hours.

Are ADOs rostered as 8 hour shifts?

ADOs should be rostered as per the employee's normal roster.

For example:

- The normal working shift for the employee is 8 hours, then the ADO should be rostered as 8 hours for the day.
- The normal working shift for the employee is 10 hours, then the ADO should be rostered as 10 hours for the day.

The ADO will then be deducted off the balance at 95% (Pay Averaging) of the rostered hours, i.e. 8 hours ADO shift will be deducted at 7.6 hours.

If an employee does not work and nothing is entered in Health Roster for the fortnight, will StaffLink accrue ADOs correctly?

If there is no roster, there won't be any ADO accrual for that pay period.

If an employee has a negative balance in ADO in Days, will they then have a negative balance in ADO in Hours?

Not necessarily. The balances will be recalculated from the period of eligibility in StaffLink using the new calculation method and this could result in a negative or positive balance for these employees.

Employees' ADO in Hours balances will be equal to, or greater than, their ADO in Days balances.

If an employee is acting in a role under a different award will the ADOs still accrue in Hours?

No, the ADO in days functionality will apply for those nurses and midwives on Secondment or Higher-Grade Duties to other awards. I.e. Nurse Unit Manager acting as Health Manager.

Once the employee reverts to the nurses and midwives award, HealthShare will need to be contacted so the transition can be manually actioned by the Service Centre.

Contact Details

For any enquiries regarding ADO in Hours please contact us online via our [SARA](#) Portal on the below link, otherwise contact the Customer Service Desk on 1300 679 367.

To submit an enquiry through [SARA](#), on the home page select Popular Actions, make a Request and select HR Online Support Query

Popular Actions



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HR Online Support Query



HR Online Support Query

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