

## Managing Accrued Allocated Days Off Balances

**Summary** To inform NSW Health staff of the Management of Accrued Allocated Days Off Balances.

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**Distributed to** Ministry of Health, Public Health System, Government Medical Officers, NSW Ambulance Service, Health Associations Unions

**Audience** Administration

## Managing Accrued Allocated Days Off Balances

### PURPOSE

The purpose of this Information Bulletin is to advise of the balance targets for accrued Allocated Days Off (ADOs) for NSW Health agencies. All reasonable attempts should be made by NSW Health agencies to ensure accrued ADOs are reduced and kept to the NSW Health Award maximum or less.

### KEY INFORMATION

ADO for eligible employees are an Award entitlement. It is intended that they are rostered and taken once every four weeks.

- The majority of NSW Health Awards allow the accumulation of a maximum of 3 ADOs.
- The Public Health Service Employees Skilled Trades (State) Award allows for 5 ADOs.
- The Operational Ambulance Officers (State) Award allows for the accumulation of 12 days.

Taking ADOs as rostered supports employee health and has a positive impact on wellbeing by providing regular breaks from duty.

While NSW Health Awards aim to limit the accrual of ADOs, where NSW Health agencies have been unable to ensure that ADOs are rostered and taken, this has resulted in some staff having excessive ADO balances.

Accumulated ADO balances increase the financial liability of NSW Health.

Monitoring and management of excessive ADO balances will support employee wellbeing and reduce financial liability.

NSW Health agencies are to manage reductions to accumulated ADO balances in their agencies to ensure that ADO balances are maintained within the relevant Award maximum for all employees.

In meeting this requirement, Chief Executives are to ensure that managers actively roster ADOs and make all reasonable attempts to reduce excessive ADO accruals and maintain Award limits to ADO accruals moving forward.

The following strategies have been identified to help manage accrued ADO balances.

### ADO Management

- Managers must ensure employees are able to take their ADO entitlement.
- Rosters must make provision for ADOs to be taken.
- Employees are to be directed to take all rostered ADOs or roster an alternative date within the relevant ADO accrual period should be negotiated.

With respect to medical officers, s.4.1.9 of [NSW Health Policy Employment Arrangements for Medical Officers in the NSW Public Health Service](#) (PD2019-027) applies.

### **Christmas closedown / January 2024**

- Staff are encouraged to take accumulated ADOs over the Christmas closedown period and throughout January 2024.

### **Creating management plans for employees with excess ADOs**

- Employees with ADO balances over Award maximum are to have agreement plans in place with their manager to reduce ADOs within specified timeframes depending on their balance, (meaning, they are required to take ADOs or have ADOs rostered).