

# Frequently Asked Questions

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## Accrued Day Off Food Services

**1. The reasons for the proposed change.**

Canberra Health Services (CHS) regularly review service models to ensure we are using resources wisely and sustainably improve efficiency. This proposed change will not affect employee's (unless they opt in) however will create efficiency and reduce overall costs for CHS without impacting service delivery to our patients.

**2. The likely impact of phasing out Accrued Day's OFF (ADO) as positions become vacant on employees.**

There will be no impact to affected employees unless they choose to opt in.

**3. How many roles will be affected over the course of the phasing out of ADOs?**

As a full-time position becomes vacant, we will propose to advertise positions (permanent, higher duties allowance and temporary) without the ability to bank hours in accordance with B8 of the Agreement i.e. all positions but only as they become vacant.

**4. Which roles currently have ADO's or the option for ADO's.**

As per clause B8.1 of the Agreement, an employee who increases their hours from 7.36 hours to 8 hours will be eligible to bank hours towards an ADO.

**5. How does CHS expect to phase ADO's out of because of the Respondent's proposed change?**

Once an affected employee leaves their role, CHS propose to advertise the role as 38 hours per week, without accruing two bankable hours towards an ADO structure.

**6. How will the proposed change affect the operation of the Food Services workforce?**

As a position becomes vacant, the new full-time employee will work 7.36mins. Food Service will not be required to provide new employee with an ADO.

**7. How will the proposed change affect the hours of work of employees?**

The full-time new employee will work 24mins less per shift.

**8. How will the non-ADO position be rostered compared to the ADO position on the roster if there are a mix of ADO and non-ADO positions in bulk role?**

The new employee will be rostered to work 24 minutes less per shift.

**9. How will this proposed change restrict job roles, positions or structures, seeing that ADO positions will not be available in future roles?**

The proposed change will not change the roles and responsibilities of positions, just the hours. The proposal will not reduce any positions or structures within Food Services.

**10. How will this proposed change affect family and care responsibilities of employees?**

In accordance with Section E of the Agreement, all employees are eligible to apply for flexible working arrangement.

**11. How will this proposed change affect work life balance generally?**

The proposed change will increase work life balance as employee can work less hours and be remunerated (paid) the same.

**12. Why is a proposed change being made to a longstanding employment policy or practice?**

See response to question one.

**13. Who proposed the change?**

Food Service Leadership.

**14. If I reduce my hours, will this reduce my salary?**

No, full-time employees are currently paid for 38 hours a week and will continue to be paid for 38 hours.

**15. What leave do I have access without an ADO?**

You will have access to Annual Leave and Long Service Leave (LSL). LSL must be taken in a minimum of seven days.

**16. What does this proposed change mean for part-time employees?**

There will be no change to part-time employment.

**17. What does this proposed change mean for casual employees?**

Casuals are employed on a need's basis. They will continue to work flexibly to meet the shortfalls of Food Services. This means as casual hours will vary, however, they will continue to be paid for a minimum of three hours in accordance with B9.1 of the Agreement.

**18. Can I return to my nominal position with an ADO following acting in a higher duties allowance position?**

Yes, when you return to your nominal position and participate in the ADO structure.