



1 July 2021

Gerard Hayes  
Secretary  
HSU NSW  
Locked Bag 3  
Australia Square, Sydney NSW 1215

Attention: Lauren Hitchens

Sent via email to: [Robert.brady@hsu.asn.au](mailto:Robert.brady@hsu.asn.au)

Dear Mr Hayes,

**Re: Notification of Introduction of Workplace Change**

In accordance with our obligations prescribed by Clause 29 'Consultation Regarding Major Workplace Change' of the *Uniting Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Enterprise Agreement 2016* (the Agreement), please be advised that Uniting NSW.ACT proposes to introduce workplace change within our War Memorial Hospital Service.

Impacted employees

Uniting War Memorial Hospital (WMH) Waverley currently employees 241 employees. Under the *Uniting Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Enterprise Agreement 2016* (the Agreement), Clause 21.3 c prescribes Sick Leave entitlement should accrue progressively for each employee throughout each year of service, relative to the service hours worked for each employee.

An administration error has recently been identified within the Uniting Payroll system on the accumulation method for Sick Leave accrual across the staff at WMH has been implemented inconsistently. Specifically, a proportion of employees have been accruing Sick Leave in a manner which provides them with a full years allotment at each anniversary date, contrary to the terms within the Agreement.

Of the 241 employees within the hospital, currently 72 are accruing Sick Leave within the payroll system in advance instead of accruing Sick Leave progressively throughout the year per the terms

**Head Office**

ABN 78722 539 923  
Level 4/ 22 Pitt Street  
Sydney NSW 2000  
PO Box A2178  
Sydney South NSW 1235

T 02 9376 1400

F 02 9267 4842

of the Agreement. An analysis as at 7 June 2021 conducted by the Uniting Payroll team revealed that of the 72 employees, 3 were within probationary period and as such were able to be placed on the accrual method without any adverse impact. A further 48 employees have large Sick Leave Balances and as such proposed changes to the Sick Leave accrual rate in the payroll system for these employees is anticipated to be minimal. With these employees, it is proposed a bulk change in the Payroll system be made on or around the 2<sup>nd</sup> August 2021. Finally, there are a remaining 21 employees who have Sick Leave Balances which may be impacted by an immediate change. The proposed strategy for correcting these employees Sick Leave accrual methodology in the Payroll system is to make these corrections at each employees anniversary date to minimize the impact to each employee change.

### Impact on Our Employees

As described above, the impact to correcting the leave accrual method for the 48 identified employees at or around 2<sup>nd</sup> August 2021 is anticipated to be minimal, given their already substantial Sick Leave Balances. Should any of these employees raise concerns in relation to their individual circumstances during consultation during this proposed change, Uniting will consider these and take action to mitigate any adverse affect of the change on the employees.

Similarly, of the remaining 21 employees who have lesser Sick Leave balances than those mentioned above (a threshold of 100 hours Sick Leave balance as at 1 July 2021 was applied in the analysis report), there is further anticipated to be minimal adverse impact by waiting to make these changes until the employees anniversary date as the employee will be due for their next allotment of Sick Leave accrual which may be offset by any shortfall in leave balances.

### Consultation

Opportunity for individual consultations will be provided with the impacted individuals in order to discuss the proposed change, consulting on the effect the change is likely to have on the employees and the measures we are taking to avert or mitigate any adverse effect of the change on the employees. At this time staff will receive relevant information about the change both verbally and in writing, including information on how to raise matters in relation to the change. Meetings will be facilitated by the operational management team.

Pending satisfactory resolution of relevant matters with staff, the changes are expected to be implemented as of 2 August 2021 for the aforementioned 48 employees, and then at each anniversary date thereafter in a 12 month period to amend the accrual method for the remaining 21 employees.

Should you have any questions relating to this notification, please do not hesitate to contact me on (02) 9369 0338, or by way of email at [Gerard.Hyde@health.nsw.gov.au](mailto:Gerard.Hyde@health.nsw.gov.au).

We also note that this notification is for your information and reference only. We request that you do not distribute this notification to any other parties, including your members, in order to ensure impacted staff are notified of changes in a supported environment.

Regards,



Gerard Hyde  
Executive Manager / DON, War Memorial Hospital, Uniting