

Managing Rostered Days Off (RDOs) in ConnX - Host Employers and Trainees



NOTE: If RDOs apply to your workplace, please advise your Field Officer who will work with you to create a work schedule within the ConnX timecard system based on your requirements.

RDO hours are accrued over a period of time, with the RDO day taken typically either fortnightly or monthly.

Example: Trainee A works full time and receives an RDO once every 4 weeks.

Standard hours would be from 9am to 5:06pm, however in this RDO scenario, the trainee will work from 9am to 5:30pm, accruing 24 minutes each day towards their RDO balance.

The work schedule for the trainee will reflect the total hours for the day, which includes the standard hours as well as the RDO accrual portion.

Over the course of the 19 days, this trainee would accrue enough RDO hours to cover their standard shift from 9am to 5:06pm, resulting in the 20th day being taken as their scheduled RDO.

It is important to note that the banked hours for the RDO are not part of overtime or TOIL and in this scenario the trainee would only qualify for overtime or TOIL after 5:30pm.

Where there is a consistent scheduled RDO, the RDO can be prepopulated within the trainees timecard.

Please discuss your RDO preferences with your Field Officer, who can assist with implementing RDOs.

Please refer to the Award Information Sheet for further details.

HELPFUL HINTS

Information about the awards, processes and payments, including links to helpful; website, can be found by scanning (or clicking) the QR code below.

Should you have any questions, please email awardenquires@aflsportsready.om.au

