

Hours of Work Fact Sheet

This fact sheet outlines your entitlements around breaks and working hours in the Department of Education. These entitlements are part of your Awards, the *Queensland Public Service Officers and Other Employees Award – State 2015*, and the *General Employees (Queensland Government Departments) and Other Employees Award – State 2015* which do not expire. These Awards are the documents that sits under your EB as the safety net. They will be there regardless of what is happening in bargaining.

Ordinary working hours

You have a standard working week and a maximum limit of ordinary hours in a day. Anything over this limit has to be counted as overtime or TOIL.

	Ordinary working week	Maximum daily ordinary hours
Administration Officers	36.25	9.5
Agriculture Assistants	38	10
Business Managers	36.25	9.5
IT Officers	36.25	9.5
Schools Officers	38	10
Science Operations Officers	36.25	9.5
Therapists	36.25	9.5
Unit Support Officers	36.25	9.5

Breaks and pauses

You are entitled to, and should be given, adequate breaks throughout the working day as set out in your Award. As a minimum standard you should receive at least:

- one thirty-minutes unpaid break for every 5 hours of work (a lunch break)
- ten-minute paid rest pauses when you work for three or more hours

If you work for six hours you are entitled to two rest pauses, one in the first and one in the second half of the working day.

Your boss should offer you your break. If they don't you should feel entitled to request it. Working without breaks can lead to a loss in concentration and fatigue, and if breaks are denied consistently, this can lead to illness and an increased incidence of workplace accidents.

When taking breaks they should be genuine. You should not do any work during your breaks.

Award

Your entitlement to breaks and pauses is set out in your Award:

16. Meal breaks

16.1 Meal breaks - day workers

- All day workers who work in excess of 5 hours on any day shall be allowed not less than 30 minutes for an unpaid meal break between the third and sixth hours of duty.*
- Where it is mutually agreed between the employer and an employee, that in order to maintain the continuity of work, the hours of duty may be inclusive of meal times. Where this occurs no deduction shall be made from the employee's salary.*

17. Rest pauses - both day workers and shift workers

- All employees are entitled to a paid rest pause of 10 minutes duration in the employer's time in the first and second half of the working day, subject to the following:*
 - a total of 10 minutes for an employee who works for more than 3 hours but less than 6 ordinary hours in any day; or*
 - a total of 20 minutes for an employee who works for at least 6 ordinary hours in any day.*
- Where an employee is engaged on a 38 hour week the employer may determine that the rest pauses may be combined into one 20 minute rest pause to be taken in the first part of the ordinary working day with the 20 minute rest pause and the meal break arranged in such a way that the ordinary working day is broken into approximately three equal working periods.*
- Employees who are required to leave their work places to partake of rest pauses in crib huts or lunch rooms and those who are "on site" shall, at the employer's discretion, have one rest pause of 20 minutes duration in the first part of the working day.*
- All rest pauses shall be taken at such times as will not interfere with the continuity of work where such continuity is necessary.*

More Questions?

You can also check out our ADO fact sheet at http://www.together.org.au/index.php/download_file/14777/

If you have any questions please get in touch with your experienced industrial staff at schools@together.org.au or on 1800 177 244. Only Together members can access this support. If you are not a member you can join online today at <https://www.together.org.au/join/>.