



HOSPITAL SALARIED OFFICERS - ADDITIONAL ANNUAL LEAVE – SHIFT WORKERS GUIDANCE NOTE

This document clarifies and supports the application of subclause 39.11 Additional Annual Leave of the WA Health System – HSUWA – PACTS Industrial Agreement 2024 (**HSU Agreement**).

1. Background

Under the HSU Agreement, employees engaged as Shift Workers can accrue up to 38 hours (5 days) of Additional Annual Leave (**AAL**) per year.

Historical Entitlement

The entitlement to AAL was introduced in the Health Services Union - Department of Health - Health Service Salaried Officers State Industrial Agreement 2004 as a means to recognise the impact of working Sundays and Public Holidays on these employees' work life balance. This entitlement continued mostly unchanged until the 2024 HSU Agreement.

PREVIOUS METHODOLOGY (<i>as per subclause 39.11(c)</i>)	
Number of Sunday & Public Holiday shifts	AAL
6 shifts or less	nil
7 to 13 shifts	one day
14 to 20 shifts	two days
21 to 27 shifts	three days
28 to 34 shifts	four days
35 or more shifts	five days

Current Entitlement

The 2024 HSU Agreement amended the accrual methodology to a continuous service model and expanded the type of shifts eligible. These changes took effect on and from 8 September 2025 and are detailed further under Section 2 – Eligibility and Section 4 – Application.

2. Eligibility

Pursuant to subclause 39.11(d), Continuous Shift Workers are eligible to accrue AAL. A Continuous Shift Worker is an employee who meets both of the following criteria:

1. Is not a Day Employee, as defined in subclause 3.7:
 - A “day employee” means an employee who works ordinary hours from Monday to Friday inclusive and who commences work at or after 6.00 am and finishes ordinary hours at or before 6.00 pm.

2. Regularly and routinely works their ordinary hours on Qualifying Shifts, that is a shift which qualifies for penalty rates, including:
 - afternoon shift;
 - night shift;
 - Saturday shift;
 - Sunday shift; and/or
 - Public Holiday shift.

3. Administration

The entitlement to AAL for shift workers can only be processed in payroll systems when the delegated authority at a Health Service Provider has reported to Health Support Services that the employee is a continuous shift worker.

To ensure employees receive their appropriate entitlements, it is essential that managers are accurately completing payroll forms. Managers should ensure 'Yes' is selected for the prompt 'Continuous Shift Worker?' in all relevant payroll forms such as the N1, N5, M3 and M6. This includes when an employee's status changes from day worker to shift worker, or vice versa, in which case managers should ensure the correct selection is made in the M6 form. Selecting this instructs payroll systems to begin accruing AAL for shift workers. Without it, an employee will not automatically the accrue AAL they are entitled to.

Where issues arise, managers should use RoStar to identify whether the employee has been rostered shifts (afternoon, night or weekend). Where your site does not utilise RoStar, or where it is unclear, managers can liaise with their payroll consultants to establish whether the employee is set up to accrue the correct entitlements.

Confirmation the employee is a Continuous Shift Worker does not, in isolation, result in accrual of AAL. An employee must also meet the eligibility criteria as outlined at Section 4 – Application.

4. Application

Pursuant to subclause 39.11(d)(ii) and (iii), Continuous Shift Workers can now accrue AAL at a rate of 2.92 hours for every four weeks (*i.e., two consecutive pay cycles – 'a Qualifying Period'*), provided they work four Qualifying Shifts during this time.

Each Qualifying Period is a separate and discrete four-week period. Any Qualifying Shifts worked during a time included as part of an initial Qualifying Period cannot be included in a subsequent Qualifying Period, even if the employee has worked more than four Qualifying Shifts during the initial period. The first qualifying period will commence on 8 September 2025 and conclude on 5 October 2025. Qualifying periods follow sequentially, with the next qualifying period commencing on 6 October 2025 to 2 November 2025, and so on.

There is no capacity to credit a pro rata portion of the 2.92 hours of leave based on having completed a lesser number of qualifying shifts during the qualifying period, unless they are a part time employee.

Part Time Employees

Part time employees will receive their entitlement to AAL on a pro-rata basis.

- The 2.92 hours' accrual is pro-rated according to the proportion to which the employee's weekly ordinary hours relate to the ordinary hours for a full-time employee.
- Additionally, the shifts required to be worked are also pro-rated, as follows:

PRO-RATA ACCRUAL METHODOLOGY	
FTE	Shifts required per qualifying period
Up to 0.25	1
0.26 - 0.5	2
0.51 - 0.75	3
0.76 – 1.0	4

Interaction with entitlement to AAL for On Call

Pursuant to subclause 39.11(e), employees may also accrue AAL for eligible hours of on call work. An employee may only accrue a maximum of 38 hours' AAL each year, irrespective of whether it was accrued through working as a continuous shift worker, on call, or a combination of both, pursuant to subclause 39.11(f).

Transitional Arrangements and Access

Pursuant to subclause 39.11(a), between the date of registration of the 2024 HSU Agreement (19 March 2025), and the date of transition to the new entitlement (8 September 2025), eligible shift workers continued to receive their AAL accruals (to a maximum of 38 hours) consistent with the previous methodology.

To ensure a seamless transition to the new accrual system, employees will be able to access all leave accrued under the old methodology until it is exhausted.

Accruals under the new methodology began on 8 September 2025. Employees remain able to accrue a maximum of 38 hours under the new accrual methodology, and will be able to view the new accrued balance every fortnight in payslips, effective from 25 September 2025. All AAL accruals in a single anniversary year are capped at 38 hours, irrespective of whether hours accrued under a combination of the methodologies.

5. Common Application Examples

1. Part-Time Employees' New Accrual

- A part-time continuous shift worker who is engaged at 0.25 FTE works 1 Afternoon shift during the 4 week Qualifying Period.
- The employee's FTE is 25% of a full time employee's FTE, therefore they are only required to work 25% of the 4 shifts (i.e., 1 shift) that a full time employee must work in order to accrue AAL. Therefore, that Afternoon shift entitles them to an AAL accrual for that period.
- The accrual is then pro-rated, with the employee earning 0.73 hours (25% of 2.92 hours) of AAL during the Qualifying Period.

2. Night Shift

- Previously, a Shift Worker who ordinarily works night shifts from Monday to Friday would not have worked up to 6 Sundays and Public Holidays in a year, therefore not accruing any AAL under the old methodology.
- The new methodology more than doubles the amount of eligible shift types, meaning afternoon, night and Saturday shifts which attract penalty rates are now also counted towards calculating an accrual.
- This means that same person now accrues AAL under the new methodology.

3. Day Workers

- An employee whose ordinary working hours commence, at or after 6:00am and cease at or before 6:00pm from Monday to Friday, is asked to work until 7:00 pm.
- Day Employees are not eligible for afternoon shift loading. As the employee is still considered a Day Employee, they are entitled to be paid at the applicable overtime rate for time worked after 6:00 pm.
- This employee remains ineligible to accrue AAL as they are not a Shift Worker.

4. Shift Workers and Day Employees

- Clause 3 - Definitions of the HSU Agreement defines “Day Employee” and “Shift Worker”.
- Employees can switch between being a Day Employee and a Shift Worker (or vice versa), provided their employer is agreeable and any necessary contractual or roster changes are documented (refer to Section 3 – Administration, above).

5. Security Officers

- It is common for Security Officers to undertake Shift Work. However, many Security Officers have agreed Flexibility Agreements which recognise and recompense shift work in other ways, such as what is commonly called ‘recreation leave’.
- In the above circumstances, Security Officers are encouraged to refer to their Flexibility Agreement.

6. Accruals under both Methodologies

- An employee, whose anniversary date is on 7 April, accrues AAL under both methodologies in a single anniversary year – i.e., from 7 April 2025 to 7 September 2025 under the old methodology and 8 September 2025 to 6 April 2026 under the new methodology.
- Despite the balances for both methodologies appearing in the employee’s payslip as distinct values, both methodologies have a combined accrual cap of 38 hours (inclusive of any AAL accrued due to being on call):
 - If this employee was to reach the 38 hour accrual cap prior to the new methodology being implemented in September, they would not be eligible to accrue any more AAL under the new methodology until the next anniversary year begins in April 2026.
 - If this employee accrued no AAL under the old methodology, they are eligible to accrue AAL under the new methodology, up to a maximum of 38 hours in that anniversary year.
 - If this employee accrued some AAL under the old methodology and some AAL under the new methodology, the 38 hour accrual cap applies to the two methodologies as a combined balance, with the accrual year resetting on the employee’s anniversary date of 7 April 2026.

Version	Issued	Effective date	Amendment
1	30 September 2025	08 September 2025	Original Version