

# Broken Shifts



# Broken Shifts

## What is a broken shift?

A broken shift involves working up to three periods within the same day, separated by unpaid breaks (not including meal breaks) and across a maximum of 12 hours

### Broken shift with 1 unpaid break:

- Includes 1 unpaid break between two work periods
- Employees are entitled to a broken shift allowance of **\$20.12**

### Broken shift with 2 unpaid breaks

- Employees can agree to work up to 3 periods separated by 2 unpaid breaks
- Employees are entitled to broken shift allowance of **\$26.63**

## Things to keep in mind

- A 10-hour rest period is required between consecutive broken shifts.
- Penalties such as public holiday, afternoon or night shift loading etc will be picked up and paid in the system for the periods of the shifts that apply.



# Scenario 1 - Broken Shifts



Bob is a Support Worker



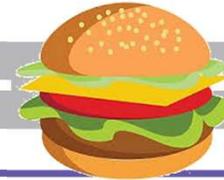
Bob works 10 hours in total



He works 6am to 8am at the SIL



He then works 8:30am to 3pm at L&L



This includes a half hour unpaid meal break from 12 to 12:30pm



He then goes back to the SIL to work 8pm to 10pm

Broken Shift Allowance  
\$26.63  
(2x breaks)



Bob will be entitled to overtime as he worked over a 12 hour period

Afternoon shift applies only to the time worked after 8pm



# Scenario 2 - Broken Shifts



Mary is a part-time Support Worker



Mary works 4 hours in total



She completes a COMAC shift from 10am to 11am



She then travels 30 minutes to complete IHS



Here she works 12:30pm to 3:30pm

Broken Shift Allowance  
\$20.12  
(1x break)



Minimum 2 hour payment both COMAC shift and the travel

Total payment for the day is 5hrs plus broken shift allowance

# Broken Shifts

If you work broken shifts, record your time on separate rows as shown below.

Each period worked should be reported on its own row, making sure an **Out** time is present on each line to ensure the system recognises the break in shift.

Day Summary		In	Break	In	Transfer	Out
25 Nov	Monday					
	Reported 0.00 / Scheduled 7.60	<input type="text" value="8:00:00AM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="12:00:00PM"/>
		<input type="text" value="2:00:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4:00:00PM"/>

# Broken Shifts

**Q. If part of my broken shift is 1 hour, will I still get paid the minimum 2 hours?**

Yes, as it is a separate engagement the system will pay you 2 hours minimum for that section of the broken shift.

**Q. Do I need to enter a broken shift allowance?**

No, the system will pick this up automatically for you.

**Q. The second half of my broken shift is in the afternoon, will I still receive my penalties?**

Yes, the system will apply shift penalties to the applicable section of your shift.

### Enter Time

Disability Support Worker

November 23, 2024 - December 6, 2024

\*View By Period

Scheduled 76.00 | Reported 15.50Hours,2 Units

Elapsed **Punch**

Save for Later Submit Clear Request Absence

Day Summary	In	Break	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Detail
Dec Reported 0.00 /Scheduled OFF									
<b>02</b> Monday									
Dec Reported 0.00 /Scheduled 7.60									
<b>03</b> Tuesday									
Dec Reported 0.00 /Scheduled 7.60									
<b>04</b> Wednesday									
Dec Reported 0.00 /Scheduled 7.60									
<b>05</b> Thursday									
Dec Reported 0.00 /Scheduled 7.60									
<b>06</b> Friday									
Dec Reported 0.00 /Scheduled 7.60									

# Help - I've made a mistake!



## I've made a mistake on my timesheet – what do I do?

If the mistake is within the past 56 days you can correct it.

Make sure you **ONLY** edit or delete the incorrect information.

Save and submit your change, and once your Leader approves the system will pay you the difference in the next pay run.

If the mistake is outside of 56 days, you will need to submit a **Payroll Adjustment Form** and lodge through the #TeamPossible Support Hub with your leaders approval.

The form is titled 'NDVr Endeavour Foundation' and 'QF 5101.01 Payroll Adjustment Form'. It features a table with the following columns: 'Employee No.', 'Name of Employee', 'D&I Dimension', 'Pay Code Description', 'Hours/Units for Payment (maximum is 6 @ 7.5 = 7.5, 1 for weekend)', 'Dates Worked' (with sub-columns for 'From' and 'To'), 'Adjustment Reason', and 'Adjustment will be made in the next pay period, unless satisfactory justification information supplied'. Below the table, there are fields for 'Name of Requesting Manager', 'Signature', and 'Date', each followed by a horizontal line for input.

# Deadlines

## Timesheet & Leave submissions

5pm Friday fortnight ending

## Leader Approvals

5pm Monday (of pay week)

## Off-cycle requests:

By 4pm Thursday

### IMPORTANT!

Check status of your timesheet to ensure its approved



Saved.

Not yet submitted



Submitted.

Pending manager approval.



Completed and approved.

No further action.

## Need Support?



Call us

07 3900 5460



Submit an enquiry via

[#TeamPossible Support Hub](#)

# Want more information?



**Speak to the People Experience team – 07 3900 5460**

**#Team Possible**  
support hub

**Log a payroll ticket in the [#TeamPossible Support Hub](#)**



**Check out the [intranet page](#) for more information**

Have questions about the new enterprise agreement?

Check out the [EA intranet page](#) or log a ticket under '[EA Support](#)'

