



## 30.0 Working Time



The company plans working time patterns to ensure that employees do not work more than an average of 48 hours in each 7 day period. Employees can choose to opt out of the 48 hour limit for a certain period or indefinitely if they have a voluntary written agreement.

### 30.1 Records

Employees are required to complete weekly timesheets. Managers shall authorise timesheets on a weekly basis and periodically review the average working hours.

### 30.2 Rest Periods

Adult workers are entitled to a daily rest period of at least 11 consecutive hours in each 24 hour period during which they are at work. Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24 hour period during which they are at work.

Adult workers are entitled to an uninterrupted weekly rest period of at least 24 hours in each 7 day period during which they are at work. Young persons are entitled to a weekly rest period of 48 hours in each 7 day period.

Adult workers are entitled to a 20 minute rest break if they work more than 6 hours in any 24 hour period. Young persons are entitled to a 30 minute rest break if they work more than 4.5 hours in any 24 hour period.

### 30.3 Exemptions

The provisions relating to maximum weekly working time do not apply to directors or similar officers with autonomous decision taking powers.

Some business sectors and clients also have specific rules for working time.