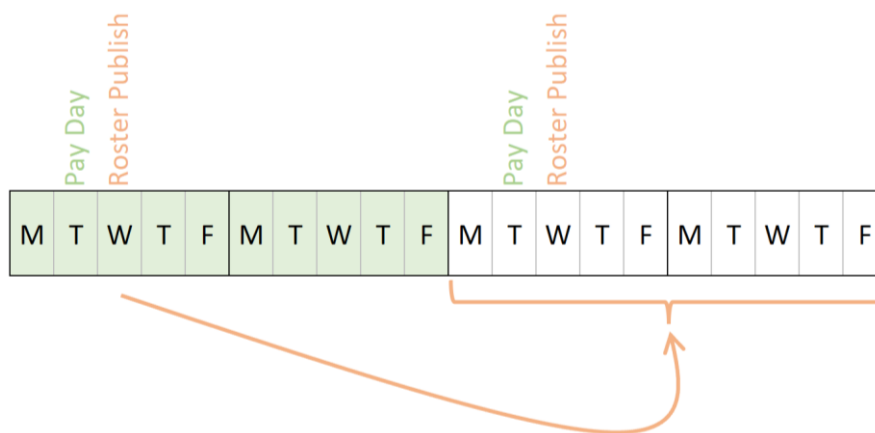


## STAFF ROSTERING PROCEDURE

*This procedure should be read in conjunction with the 'Staffing Arrangements Policy'.*

### Publishing Staff Rosters

1. Centre Management will publish the staff roster on the Wednesday following a pay day each fortnight
2. The published roster will be for the shifts falling within the fortnight aligning with the next pay period
3. This will ensure staff are provided with reasonable notice of upcoming shifts
4. The diagram below outlines the timing for how this process will work



### Expectations

Staff are expected to:

1. Enter any unavailability into Deputy prior to the roster being published (casual staff)
2. Request any leave in Deputy prior to the roster being published (permanent staff)
3. Attend any rostered shift where they failed to enter their unavailability / have their leave approved prior to the roster being published

If a staff member needs to take time off after the roster has been published:

1. It is expected that that staff member will take reasonable steps to arrange a suitable solution themselves (i.e. shift swap or replacement).
2. Any shift swaps or replacements must be approved by the Centre Manager.
3. If a solution cannot be arranged, they are expected to attend their rostered shift, unless otherwise specifically arranged with the Centre Manager.

*Whilst we will endeavour to accommodate any reasonable request, we reserve the right to deny any request to cancel or swap a shift for any reason once the roster has been published.*

### PROCEDURE VERSION AND REVISION INFORMATION

  
**Authorised by** GENERAL MANAGER

**Current version** 1  
**Last review** February 2022