

4. Information for Claimant:

Meal Breaks:

- ★ An employee shall not be required to work more than 5 consecutive hours without a break for meal.
- ★ A meal break shall be of at least 30 minutes but not more than one hour.
- ★ Time taken as meal breaks shall not be paid for and shall not be counted as time worked.

Meal Allowance:

- ★ An employee may claim a meal allowance (tea money) if a minimum of two hours work is completed after his/her ordinary hours of duty have ceased, and includes the time from 6:00pm to 7:00pm.
- ★ Meal allowance is calculated at \$17.12 per claim.

Overtime Rates:

- ★ **1.5 (Time and a half).** Calculated daily, it is the first three hours' worked above the individual staff members' normal working hours. It also applies for the first three hours worked outside the ours of 8:00am to 6:00pm, Monday – Friday, and is the normal wage plus 50%
- ★ **2 (Double Time).** Calculated daily, it applies after the first three hours' worked at time and a half, and the hours worked on a Sunday. It is normal wage plus 100%.
- ★ **2.5 (Double Time and a Half).** It applies to work undertaken on a public holiday, and is normal wage plus 150%.

Shift Allowance:

- ★ A shift employee engaged in shift work, on an afternoon or night shift shall, for any ordinary hours worked, be paid ordinary rate plus 15%.