



*Last Updated: 21/8/2019*

## Unsociable Hours Policy

### Definition

Unsociable Hours are hours worked between 8pm at night and 6am in the morning

A permanent employee who is required (by the approval of their manager) to work between the hours of 8pm at night and 6am in the morning shall be deemed to have worked "Unsociable Hours".

Any hours worked within the Unsociable Hours period shall be paid at 1.5x the employee's ordinary hourly rate; this is regardless of whether the employee qualifies for overtime rates during the week the unsociable hours are work.

### For example:

- 1) An employee works from 2pm in the afternoon and finishes work at 10pm at night
  - a. 2pm to 8pm will be paid at the Ordinary Hourly Rate
  - b. 8pm to 10pm will be paid at 1.5x the Ordinary Hourly Rate
- 2) An employee works from 3am in the morning until 11am in the morning
  - a. 3am to 6am will be paid at 1.5x the Ordinary Hourly Rate
  - b. 6am to 11am will be paid at the Ordinary Hourly Rate

The employee will enter their time in SmartTrade in the usual manner. The Unsocial Hours will be identified during the Payroll processing by the Accounts Manager.