

MASTER BUILDERS ACT

2024 | 38 HOUR WEEK RDO CALENDAR

The RDO calendar on page 3 has been prepared as a guide to assist members in scheduling and accruing for their employees rostered days off (RDO), in accordance with the Building and Construction general On-Site Award 2020 (the Award). The Award however does allow for flexibility around when employees can take their RDO's and banking RDO's should this be agreed between the parties. Below is some information for consideration when adopting an RDO system, however this is a guide only, it is recommended to refer to clause 16 of the Award for more information.

HOW DO RDO'S ACCRUE?

Under the Award, based on a 38 hour week, an employee accrues 7.6 hours towards an RDO each 19 days of ordinary hours worked. This means an employee will work 8 ordinary hours in duration each day, with 0.4 of one hour accruing towards an RDO of 7.6 hours. Employees working less than 8 hours per day will accrue hours towards an RDO on a pro rata basis.

WHEN CAN AN RDO BE TAKEN?

The Award does provide options of when RDO's can be taken which is agreeable to both the employer and the employee. Options include -

- on a prescribed day during a 20 day, 4 week cycle which all employee will take off
- on prescribed days during a 20 day, 4 week cycle which will see groups of employees take their RDO's on different days; or
- any other method agreed to by the employer and the majority of employees.

The RDO calendar overleaf provides options for the scheduling of when RDO's can be taken including -

- the RDO be scheduled to be taken on the 4th Monday in the 4 week cycle; or
- the RDO scheduled adjacent to a public holiday to form an RDO long weekend.

It is important to note that whichever option is agreed to that this be recorded in writing and is communicated to the employees in accordance with the Award.

WHAT IS AN RDO LONG WEEKEND?

To provide employees with extended downtime over a public holiday, it has been known within the industry for employers and employees agree to schedule RDO's adjacent to public holidays. Such weekends have been named RDO long weekend on the calendar and marked where they fall on different days to the non long weekend RDO's.



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CAN AN EMPLOYEE BANK THEIR RDO?

In short yes. The Award does provide an option for an employee to bank an accrued RDO to be taken at a later date agreeable to both the employer and the employee. An employee can, in accordance with the Award, bank up to 5 RDO's at any time. Any unused banked RDO's are to be paid out upon an employee's termination of employment on top of other entitlement payable. For more information about these entitlements please review the Award.

ANNUAL CLOSE-DOWN PERIOD

Under the Award, an employer may close down their business during the Christmas/New Year period. During this period, an employer may direct employees to take annual leave where there is an accrued entitlement. If an employee does not have enough paid annual leave to cover the whole shutdown period, the employee may request to take unpaid annual leave or, where agreed to with the employer, take annual leave in advance. It would be advisable to review the Award for more information on employer and employee obligations relating to the annual shutdown period.

Under the Award, employees are to be provided at least two months' written notice of the commencement of the close-down period and the days on which employees will be required to take leave. Employees must be paid for any public holidays and RDOs occurring during the close-down period.

PUBLIC HOLIDAYS

Under the Fair Work Act 2009 (Cth) an employee has a right to be absent from work on a public holiday. Although an employer may request an employee to work on a public holiday, an employee can in turn refuse to work if the refusal is reasonable with regard to the nature of the job, the amount of notice given, family responsibilities etc. Employees that work on a public holiday are generally entitled to penalty rates.

The public holidays for 2024 are listed on page 4.



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JANUARY						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

RDO
 RDO LONG WEEKEND
 SCHOOL HOLIDAYS
 PUBLIC HOLIDAYS



MASTER BUILDERS ACT

RDO CALENDAR 2024 | 2024 PUBLIC HOLIDAYS

New Year's Day	Monday, 1 January 2024
Australia Day	Friday, 26 January 2024
Canberra Day	Monday, 11 March 2024
Good Friday	Friday, 29 March 2024
Easter Saturday	Saturday, 30 March 2024
Easter Sunday	Sunday, 31 March 2024
Easter Monday	Monday, 1 April 2024
ANZAC Day	Thursday, 25 April 2024
Reconciliation Day	Monday, 27 May 2024
Sovereign's Birthday	Monday, 10 June 2024
Labour Day	Monday, 7 October 2024
Christmas Day	Wednesday, 25 December 2024
Boxing Day	Thursday, 26 December 2024

NEED MORE?

The Workplace Relations and Legal team are here to help and answer any question you may have. The team can be contacted on the details below.

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