

Name of Policy	Meal Allowance During Overtime Policy
Description of Policy	<i>This policy covers the entitlement of the payment of meal allowances to general staff at ACU.</i>
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
Description of Revision	<i>Delete</i>
	<i>Insert</i>

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	

Table of Contents

1. Background Information 1

2. Policy Statement 1

3. Policy Purpose 1

4. Application of Policy 1

5. Approvals..... 1

6. Policy Review 1

7. Further Assistance 1

1. Background Information

This policy has been developed to support the provision at ACU of payment of a meal allowance to those general staff who are required to work overtime.

2. Policy Statement

The University recognises that from time to time general staff may be required to work overtime at times that may necessitate the payment of a meal allowance. The payment of the meal allowance shall be in accordance with the provisions of this policy.

3. Policy Purpose

This policy informs general staff members of the conditions applicable to the payment of a meal allowance when overtime is worked.

4. Application of Policy

A meal allowance shall be payable to a general staff member, at the rate prescribed by this policy where:

- the staff member works at least one and a half hours authorised overtime before or after her/his ordinary hours for the day/shift; and,
- such overtime is continuous with the staff member's normal hours for the day/shift except for any intervening meal break taken in accordance with the policy in relation to Meal Breaks and Rest Pauses.

The meal allowance rate of **\$24.95** payable under this policy may be reviewed annually by the University, in line with changes in the CPI, but shall not exceed that provided for by the Australian Taxation Office guidelines.

5. Approvals

A meal allowance is payable in circumstances where the overtime **is approved by the delegated University officer** and the conditions in Section (4) above are met.

6. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus