

Horizon House on-call for Support Co-ordinators and State Co-ordinators: Additional Annual Leave (On-call leave)

Support Co-ordinators are required to work the on-call roster and will receive up to an additional 38 hours annual leave per accrual year in accordance with the schedule listed below.

On-call means that the Support Co-ordinator is available while rostered on-call, and:

- Is immediately (within 30 minutes) available to take and return calls, provide advice and guidance for any serious issues/events to on-duty/ or recalled Caregivers, and escalate as required including obtaining additional supports for the affected caregiver.
- available and fully fit to undertake their on- call Monday to Monday roster for the Horizon Houses east and west. This is for availability outside of the normal Monday to Friday Support Co-ordinator shifts, and includes public holidays and weekends.

The following shall apply:

1. The House Support Co-ordinators will share in a national on-call rotation and are responsible for ensuring their shift is covered. Swapping of an on-call rotation requires the approval of the State Co-ordinators.
2. The annual accrual period shall be 1 July to 30 June commencing 1st of July 2015.
3. In July each year the accrued leave will be added to leave balances.
4. On-call leave must be taken within six months of accrual being confirmed in July, unless approved to be carried over by the General Manager, or will be lost.
5. Accrued On-call leave is paid on termination.
6. Any dispute over on-call annual leave accrual will be decided by the Director, Youth Services.

The rate at which a caregiver shall accrue additional leave is as follows:

Days rostered on call over 12 month period	Additional Annual Leave Accrual Hours
8 - 15 days	7.6 hours (1 day)
16 –23 days	15.2 hours
24 - 31 days	22.8 hours
31 - 39 days	30.4 hours
40 days or more	38 hours maximum in each accrual year.

The recording of Support Co-ordinators on-call rosters worked will be maintained by the State Co-ordinators and will be sent to Salary and Benefits on the 1st of July each year or when the eligible Caregiver terminates. On call accrued at the 30th of June each year is available to take as soon as the new balance is recorded by Payroll and shown in the MyPay system.

This arrangement is to be reviewed every 12 months to determine if this arrangement needs to continue.

The State Co-ordinator will provide Payroll with the On- call Form (attached at next page) following every twelve months or at termination:

- The name of the Co-ordinator who is entitled to additional accrued leave,
 - the number of days worked on the on-call roster during the accrual period
 - the days oncall leave to be accrued
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