

Supplementary Roster

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	E	E	E	NRD	NRD	E	E
2	NRD	NRD	NRD	L	N	N	N
3	RAN	NRD	NRD	E	E	NRD	NRD
4	N	N	N	N	RAN	NRD	NRD
5	E	E	NRD	NRD	L	L	L
6	NRD	NRD	R	R	R	NRD	NRD
7	L	L	L	NRD	NRD	E	E
8	ADJ	ADJ	RAN/NRD	NRD	ADJ	ADJ	ADJ
9	RAN/NRD	NRD	ADJ	ADJ	RAN/NRD	NRD	NRD

Shift types

Each day on the supplementary roster is marked up as one of the following:

a) A rostered day on (**E**, **L** or **N**) - where an individual is definitely roster to work on that day. These are defined as follows:

E: Early - shift start time between 06:00 and 10:59.

L: Late - shift start time of 11:00 (or later) and finish time of 02:00 (or earlier).

N: Night – all shifts that cover the period 02:00-05:00.

b) An adjustment shift (**ADJ**) – where individuals may or may not be required to work. Adjustment shifts are provided to „balance“ hours over the course of the roster. As shift lengths vary within the core rosters, it is impossible to determine how many hours will be worked in weeks 1-7. It is expected that staff will be required to work at least 2 adjustment shifts to meet their contractual hours. Adjustment shifts can be allocated as **early**, **late** or **night** shifts. However, when nights are planned in the adjustment weeks, there will be a minimum of 2, and maximum of 3 in any run. No set of adjustments will include more than 3 nights over the two weeks, unless by mutual agreement with the member of staff.

c) A non-rostered day (**NRD**) – where individuals are not rostered to an operational shift. Non-rostered days will not be changed to rostered days by the resource centre, unless by mutual consent. However, **each member of staff will be expected to book themselves onto mandatory and statutory training days (using their ILA hours) three times a year**. These must be booked on non-rostered days.

d) A rest after night (**RAN**) – where staff are not to be rostered as this is the recovery day following a night shift or run of night shifts. Additional rest after nights may be added to an individual's roster if they work any night shifts in their adjustment weeks. This will not be shown on GRS, but will still be protected as a rest day.