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## Special Time in Lieu

### **SYDNEY OFFICE “SPECIAL TIME IN LIEU”**

APESMA has received a number of inquiries from members based at the Elizabeth and Commonwealth Street offices in relation to the accumulation and taking of “special time in lieu” during the annual Christmas Close Down period.

The entitlement to take special time in lieu is found within the *Single System of Work – 9 Day Fortnight Agreement* which was negotiated between TransGrid and the head office unions in November 2010:

#### *Special Time in Lieu*

*The Special Time in Lieu arrangement recognises the change to roster arrangements for current Sydney staff appointed to TransGrid’s Elizabeth and Commonwealth Street office locations and the additional time that these employees may elect to work.*

*Special Time in Lieu is the ability for employees to agree with their local manager to work additional time during the year which can be accrued and then taken as leave during the TransGrid Annual Close Down between Christmas and New Year.*

*The minimum time to be worked for the purposes of accruing Special Time in Lieu is 30 minutes with the maximum leave able to be accrued being equivalent to two (2) days work (15.34hrs). All time worked under the Special Time in Lieu arrangement is at ordinary time and is to be recorded locally between the employee and local manager. (Example form attached)*

*The leave taken as Special Time in Lieu during the TransGrid Annual Close Down at Christmas and New Year will be in full days. Employees will need to ensure sure they accrue either one (1) or two (2) full days before the Annual Close Down period.*

*The Special Time in Lieu arrangement will only apply to staff appointed to TransGrid Sydney offices located at Elizabeth Street and Commonwealth Street at the time of which the new roster arrangements commence.*

It appears that some confusion has arisen from the way in which the public holidays fall this year as well as from some odd advice that has been provided by the organisation on how the Agreement is to be applied.

APESMA has discussed the issue with TransGrid representatives. Arising from those discussions APESMA provide the following guidance to members:

- Any eligible employee who has accumulated special leave in accordance with the Agreement must have that leave recognised and cannot have it taken from them.
- The requirement to take the leave during the Christmas Close Down was a specific request from TransGrid who saw this period as the best time for people to take leave as it was the least productive period of the year.
- This year the special time in lieu days can be taken on Friday 28 December or Monday 31 December.
- Any employee who has accumulated two days of special time in lieu and who needs to shift their nominated RDO in order to take the second day during the Close Down period should make an application to do so.
- If the application to shift the RDO is not approved please contact one of your local APESMA representatives so that we can assist to have it sorted out.

A further update on our response to the move by TransGrid to get rid of 9 day fortnights within the Sydney office for new and/or vacant positions will be provided to members shortly.

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