Have you worked or are you scheduled to work a full tour of duty on this force day?

- Yes
  - Have you remained on duty at the end of your tour of duty?
    - Yes
      - Were you notified at or before the commencement of duty?
        - Yes
          - Entitled to full hours worked at time + 1/3
        - No
          - Claress as casual overtime - First 30 minutes not paid for first 4 occasions per week, balance paid at time + 1/3
    - No
      - Were you recalled to perform an island tour of duty between 2 tours of duty?
        - Yes
          - ***Payment at time + 1/3 + ½ hour each way travelling + mileage
        - No
          - **Has your start time been advanced without due notice?
            - Yes
              - Minimum of 4 hours except where the period worked is 1 hour or less and immediately follows a period for which you were on duty, ie night shift when you get time and ½ for completed 15 minutes worked
            - No
              - No overtime is payable unless the tour of duty has been exceeded or on a RD
      - Are you on a rest day?
        - Yes
          - Rest day to be re-rostered and notification within 4 days
        - No
          - Double time plus another day off
          - Is the day a day of annual leave or TOIL and part of a period of absence of 3 days or more where at least 1 day is an A/L day and the others RDs, PHs or TOIL?
            - Yes
              - Annual leave day re-instated
            - No
              - Double time payment
  - No
    - Is the day a public holiday?
      - Yes
        - No overtime is payable unless the tour of duty has been exceeded or on a RD
      - No
        - Overtime payable at commencement of duty up to rostered start time and also after your normal hours after actual start time

Remember – overtime must be authorised or you can’t claim it. If you can’t claim it, why do it. Oh, and Inspectors cannot claim overtime so this applies to PCs and PSs only!
Part Time Workers Overtime and Additional Hours Entitlement

- **Is the day a rest day or free day?**
  - Yes: Overtime is payable as per full-time rules
  - No: Proceed to next question

- **Have you worked your normal ‘agreed’ hours for that week?**
  - Yes: Proceed to next question
  - No: Proceed to next question

- **Have you completed an average of 40 hours in work that week?**
  - Yes: Proceed to next question
  - No: Additional hours are paid at plain rate. You do not deduct 30 minutes from the additional hours.

- **Has the shift been brought forward without 8 hours’ notice into a day on which you’d already completed a tour of duty, ie brought forward to before 0700 having worked that previous day?**
  - Yes: These are additional hours paid at plain rate. You do not deduct 30 minutes from the additional hours.
  - No: Paid at plain time

**Asterix legend**

*Clear days do not include the day on which you were warned or the day you had to work; **Due notice is not less than 8 hours before the new start time; ***This applies to first 2 days AL only - after that it’s a day and a half for each day or 1 day off and ½ day at double time. 1 day’s pay is the number of hours you would have been rostered to work on that day;****Travelling time can only be claimed if the total claim is no more than 6 hours.*