

Draft process for AOR Annual Close Down (Appendix A)

Memo	
Ref	RMTU bargaining claim 28
Date	19 June 2024
<p>If AOR seeks to rely on clause 26.7 of the Collective Agreement due to all or part of its operation closing down over the Christmas – January period in any year, it will follow the following process:</p> <p>AOR will advise RMTU at least 2-months prior to the start of the annual close down that it intends to notify all members of the annual close down in accordance with clause 26.7 of the collective agreement, and any relevant legislation. AOR will provide the RMTU with a draft of the memo it intends to send to all employees.</p> <ol style="list-style-type: none"> 1. At least 2-months prior to the start of the close down, AOR will notify all employees by way of email, Gazette or such other electronic system current in use by its employees: <ol style="list-style-type: none"> a) The dates for the annual close down; and b) The effect on the rosters for the close down period; and c) The date that normal roster rotation will resume; and d) That employees must take annual leave as per the collective agreement or the relevant clause of their IEA; and e) Individuals with insufficient annual/shift leave accrued for the close down period may be required to use a combination of their annual/shift leave balance and leave without pay, or may be considered for alternative work if available. 2. If an employee wishes to save their leave for something they have planned later in the year, they are required to submit a leave application as confirmation of this. 3. AOR may have limited alternative work available over the annual close down period. If so, AOR will invite employees who wish to be considered for this limited alternative work to apply and will advise them of the process for doing so. 4. The relevant managers of AOR will consider any request for the allocation of limited alternative work according to fair and reasonable criteria, including: <ol style="list-style-type: none"> a) The employee’s current leave balance b) Whether the employee has booked leave to be taken later in the year c) The employee’s suitability for the work available 5. AOR will advise the nominated RMTU Delegate of its decision regarding the allocation of limited alternative work to those RMTU members who requested it, and the rationale for its decision prior to advising the members concerned. 6. AOR will advise all employees who have submitted a request to be considered for the allocation of limited alternative work of their work allocation within 30 days of the close down period commencing. <p>AOR will remind all employees to contact their TSM, team leader or manager with any questions they may have about the annual close down process. AOR will also remind RMTU members to contact their delegate if they require support.</p>	

