



The *Department of Education and Training Teacher Aides' Certified Agreement 2011* has the following provisions for Teacher Aides to follow if they have accumulated a credit of ADO at the start of term 4.

### **S4.3 Management of credit ADO hours**

- a) *In most circumstances employees should have a zero balance of ADO hours at the beginning of each twelve-month cycle. Where teacher aides have ADO hours in surplus of those required for the twelve-month cycle, then the following procedure will apply:*
- b) *The employee shall apply in writing to the Principal by the commencement of Term 4 to access the surplus ADO hours. This will allow the teacher aide to take time off with pay prior to the December vacation period.*
- c) *Where ADO hours have been applied for and refused prior to the December vacation period, then such surplus ADO hours shall be either, paid out to the teacher aide at ordinary time rates of pay (on a time for time basis) or carried over to the next twelve-month period. The decision to have a payout is solely at the discretion of the teacher aide. Where surplus hours are carried over, such hours must be taken off within that period of 12 months.*
- d) *Employees are not required to attend for duty on days that would be normally utilised for ADO days, regardless of whether they have accumulated sufficient hours to balance their absences on ADO days.*
- e) *In special circumstances or by negotiation, the Principal may grant approval for an employee to attend for duty on an ADO day. Where the employee attends for duty, meaningful work must be provided and occupational health and safety issues must be carefully considered. Where arrangements are negotiated for a teacher aide to work prior to the student-free days at the end of the summer vacation, adjustments must be made to the ADO hours to be accumulated in the previous year.*

United Voice advises members to check the ADO balance at the start of term 4 and if required follow the above provisions in consultation with your workplace Delegate.

### **Contact us**

If you are unsure or require further advice, please contact your union delegate in the first instance or call United Voice Member Assist on 3291 4600 or 1800 065 885 outside of the Brisbane area. Alternatively you can now lodge a request for information or assistance at [www.memberassist.org.au](http://www.memberassist.org.au)