



In some instances, members may have a negative balance of ADO hours at a particular stage of the year (e.g. prior to the September vacation period). This is reasonable provided the member is able to make up the necessary shortfall during the following Term.

The *Department of Education and Training Teacher Aides' Certified Agreement 2011* has the following provisions for Teacher Aides to follow if they have entered into a negative ADO balance.

S4.2 Management of debit ADO hours

- a) *Teacher aides may be allowed to enter into a negative ADO balance in exceptional circumstances such as extended sick leave (greater than 4 weeks) or other extended absences agreed to between the school and the teacher aide concerned.*
- b) *Providing that such negative balance of hours is reduced to a zero balance within a period of 12 months from when the negative balance occurs. Negative balances on termination of employment may be deducted from the final wages on a time for time basis.*

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.

In the event a member has negative balance or insufficient accumulated hours approaching an ADO period and there is no likelihood of the member being able to make up this negative balance, the member may need to submit a leave application stating "ADO debit" as the reason. An adjustment will then be made to the member's subsequent ADO pay period.

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