

KNOW YOUR RIGHTS

Bunnings Bank of Hours & Rosters

About the Bank of Hours

Permanent Team Members at Bunnings are employed under a unique system called the Bank of Hours, where workers are contracted on an annual-hours basis instead of a weekly hours basis.

For example, the contract for a permanent part-time team member at Bunnings on a 25-hour per week roster would be written as a 1300-hour annual contract.

The employee is paid for 25 hours a week regardless of whether they work 10 hours that week, or 46 hours.

This gives employees the ability to 'bank' hours either way, so if a team member works in excess of their 25-hour contract, the company essentially "owes" them hours and they can take that time off in the future.

On the other hand, if the team member works less than their contracted hours, they will owe the company hours.

At the end of the 'bank year' which is in June if a team member is owed hours they will be paid. If a team members 'owes' hours the balance is cleared.

Safeguards and Rules

The Bunnings Agreement includes a number of rules and safeguards:

- » At 38 hours, owed or owing, the team member and their manager need to discuss what action needs to be taken to manage the bank.
- » Except by agreement, the maximum number of hours in the bank is capped at 76 or an average of 3 weeks whichever is less.
- » Where a team member is owed hours, the agreement provides that time off should be taken so to provide a meaningful benefit to the employee.
- » Where a team member is owed more than 15.2 hours, preference will be given to taking the time off as full days.

- » Where a team member is owed 46 hours or more they may request to take time off in full days, or by working reduced hours. The company can only refuse this request of reasonable business grounds.
- » Bunnings must endeavour to accommodate team members requests for time off.
- » The most a part time team member on a 20 hours per week contract can work in a week is 30, unless agreed otherwise.
- » A bank of hours report shall be displayed in the tea room each fortnight.

Rosters

The Bunnings Agreement also includes important rostering safeguards:

- » Rosters shall be set for a 2 week period at least 14 days in advance, but may be varied with 7 days notice or at any time by mutual agreement.
- » As far as possible, rosters will be set by mutual agreement.
- » Rosters shall have regard for significant commitments of team members, operational requirements of the business and the need for Bunnings to be fair in its treatment of the team as a whole.
- » The maximum hours in any day shall be 10.5. Except by agreement a team member shall not work more than 2 days in a week exceeding 10 hours.
- » The minimum number of hours in a day shall be 6 for full time team members and 3 for all others.
- » The maximum hours to be worked in any week shall be 46.
- » The maximum consecutive days shall be 6.

How the SDA can help

If you are experiencing issues with your Bank of Hours or roster, **the SDA is always on hand to help: call us on 1300 732 4357 or email secretary@sdan.org.au**