



<b>Policy Type:</b>	Administrative
<b>Date Adopted:</b>	12 May 2009

<b>Policy No:</b>	CS410
<b>Date Last Reviewed:</b>	May 2009

<b>Legal (Parent):</b>
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<b>Legal (Subsidiary):</b>
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## ADOPTED POLICY

<b>Title:</b>	<b>RETREATS/GETAWAYS/CAMPS</b>
<b>Objective:</b>	<b>To set guidelines for employees who are required as part of their normal duties, to accompany clients and carers on trips which may require the employee to stay overnight. The funds associated with the program are funded via government grants.</b>

- 1.0 In accordance with various awards, retreats, getaways and camps are a variation to standard hours, and as such are subject to written agreement between the employee and the employer.
  - 1.1 All retreats, getaways and camps shall be approved by the Manager Aged Care Services or Manager Disability Youth and Family Services for their respective areas. All trips are subject to funding and contractual obligations.
- 2.0 Employees shall be given a minimum of 5 days notice of their requirement to attend a getaway, retreat or camp. Coordinators will select the most appropriate employee(s) based on their suitability and experience to assist with the purpose of the trip.
  - 2.1 Employees selected will be required to sign a variation to their employment contract prior to departure.
- 3.0 Employees unable to assist with the trip for health or personal reasons, should notify their immediate Coordinator as soon as possible. A medical certificate may be requested if appropriate.
- 4.0 Employees will be required to interact, socialise and offer appropriate support to carers and clients outside of normal working hours.
- 5.0 Payment for getaway and retreat support employees per 24 hours (Aged Care Services):
  - 5.1 Eight (8) hours pay at ordinary time.
  - 5.2 Sixteen (16) hours pay at \$10.00 per hour.
  - 5.3 One half day time off in lieu per overnight stay (e.g. 4 nights = 2 days time off in lieu).
- 6.0 Payment for camps/holidays support employees per 24 hours (Disability and Youth Services):
  - 6.1 Eight (8) hours pay at ordinary time.
  - 6.2 Sixteen (16) hours pay at \$5.00 per hour.
  - 6.3 One half day time off in lieu per overnight stay (e.g. 4 nights = 2 days time off in lieu) – not applicable for casual employees.
- 7.0 All meals, entry fees and accommodation shall be paid by the City for each employee to attend the trip.
- 8.0 Employees will abide by the policies and management practices set down by the City (e.g. Code of Conduct, etc), whilst attending the getaway or retreat.