

Rostered days off

A rostered day off (RDO) is a day in a roster period that an employee doesn't have to work.

An employee's day off can be paid or unpaid, depending on how RDOs are set out in an [award \(www.fairwork.gov.au/Dictionary.aspx?TermID=2124\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2124) or [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) .

When RDOs are paid, it is because an employee has worked extra hours that add up over a set period of time and this is taken as an RDO.

Find information about RDOs in your award by selecting from the list below.

Based on what you've told us, it looks like you're covered by the Clerks - Private Sector Award [MA000002].

Employees who work a 38 hour week (other than shiftworkers) can accumulate 1 paid RDO during a roster period of 4 weeks if the employer agrees to it. They are entitled to 12 RDOs per year when they work a 20 day cycle.

Employees have to be told 4 weeks in advance when their RDO will be during the roster period.

An employee may take the RDO at another time if:

- the employer agrees to banking the day
- there is a maximum of 5 days off owing to them at any one time and
- the day is taken at a time mutually convenient to the employer and employee or
- they are given or give 5 days notice before taking the banked RDO.

Check the Clerks Award for information on substituting RDOs for another day.

To find out more about who this award applies to, go to the [Clerks Award summary \(https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000002-summary\)](https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000002-summary) .

Source reference: [Clerks - Private Sector Award \[MA000002\] clause 14.4 and 14.5-14.6](http://awardviewer.fwo.gov.au/award/show/MA000002)  (<http://awardviewer.fwo.gov.au/award/show/MA000002>)

Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Help resolving workplace issues \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Search the [Fair Work Commission !\[\]\(693fcb3caaca16f960792dd4ef78f66d_img.jpg\) \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements) website for a registered agreement
- Find what award applies using the [List of awards \(www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards\)](http://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards)

Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

You might also be interested in

- RDOs in Not working on a public holiday (www.fairwork.gov.au/leave/public-holidays/not-working-on-public-holidays)
- Hours of work, breaks and rosters (www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/default)
- Penalty rates and allowances (www.fairwork.gov.au/pay/penalty-rates-and-allowances/default)

Page reference No: 2238

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.