

## Rosters

A roster is a timetable that shows the days and times employees are required to work.

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### Changing rosters

When an employer wants to change an employee's regular roster or ordinary hours of work, they have to discuss it with the employees first. They have to:

- provide information about the change (for example, what the change will be and when)
- invite employees to give their views about the impact of the change
- consider these views about the impact of the change.

Awards, enterprise agreements and other [registered agreements \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) can set out extra rules about changing rosters and how and when employees are given rosters.

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

We don't have extra information here for your choice.

We only have extra information here for our most common industries. You'll need to check your award for minimum entitlements and obligations.

If you know your award you can access it from our [List of awards \(https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards\)](https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards) page. If you don't, you can use our 3 step form to help you [Find your Award \(https://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award\)](https://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award).

You can calculate entitlements and obligations for all awards using our:

- [Pay Calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward) for minimum pay rates, penalties and allowances
- [Leave Calculator \(http://calculate.fairwork.gov.au/Leave\)](http://calculate.fairwork.gov.au/Leave) for annual and personal leave
- [Notice and Redundancy Calculator \(http://calculate.fairwork.gov.au/EndingEmployment\)](http://calculate.fairwork.gov.au/EndingEmployment) for ending employment entitlements.

If you're covered by a registered agreement, check the terms of your agreement for information. To find a registered agreement, go to the [Fair Work Commission website !\[\]\(3342c215b2a8b663596a81468d5dc314\_img.jpg\) \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements).

### Tools and resources

- [Roster template \(DOC 81KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Roster-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Roster-template.doc.aspx)
- [Roster template \(XLSX 26.3KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Roster-template.xlsx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Roster-template.xlsx.aspx)

### Related information

- [Part-time employees \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/part-time-employees)
- [Awards \(www.fairwork.gov.au/awards-and-agreements/awards/default\)](http://www.fairwork.gov.au/awards-and-agreements/awards/default)
- [Hours of work, breaks and rosters \(www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/default\)](http://www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/default)

### Help for small business

Find tools, resources and information you might need in our [Small business showcase \(https://smallbusiness.fairwork.gov.au/\)](https://smallbusiness.fairwork.gov.au/).

### Think a mistake might have been made?

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

Check out our [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default\)](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/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.

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## Contact us

Fair Work Online: [www.fairwork.gov.au](http://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

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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.