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Service Stream	Families and Young People Services	Category	Residential Care and Transition Services
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Purpose

To ensure work performed during sleepover shift is paid in accordance with the relevant Industrial Instrument.

Mercy Community (MC) provides clear guidelines to all workers on how to record work performed during the sleepover component of the shift for management approval and compensation.

Workers are responsible for ensuring that work performed during the sleepover component of the shift are accurately recorded in accordance with the procedure.

Scope

This procedure applies to all workers engaged within Residential Care programs across MC – Families and Young People Services (FYPS).

Procedure

1. Work performed during sleepover component of shift

- 1.1. Sleepover is where a worker is required to sleep overnight on the employer's premises for a continuous period of eight (8) hours.
- 1.2. In accordance with MC Residential Care programs, it is a requirement to provide care for children and young people 24/7, which includes sleepovers.
- 1.3. Work performed during sleepover component of the shift is a task performed to assist the child or young person due to sleep disturbance or an incident.
- 1.4. In accordance with Section 25.7 (e) of the Social, Community, Home Care and Disability Services Industry Award 2010, in the event an employee being required to perform work during the sleepover period, the employee will be paid for the time worked at the prescribed overtime rate with a minimum payment as for one hour worked. Where such work exceeds one hour, payment will be made at the prescribed overtime rate for the duration of work.

2. Examples of what is work performed during sleepover

- 2.1. At 10:30pm the child or young person is awake and distressed or refuses to go to sleep until 12:30am and requires ongoing supervision.
- 2.2. At 2:00am the child or young person wakes up and comes to the office door to wake the worker. The child or young person is distressed and does not want to be alone. The worker spends the next two hours talking to the child or young person, providing emotional support, and managing risk.

3. Examples of what is not work performed during sleepover

- 3.1. The worker wakes up to go to the bathroom and can't get back to sleep for 30 minutes.
- 3.2. The worker heads to bed at 10:30pm (the commencement of the sleepover component) and decides to stay up because the worker can't fall asleep.
- 3.3. The worker uses the time after 10:30pm to catch up on updating reports or documentation.

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Procedure

4. Recording of work performed during sleepover

- 4.1. The worker must complete the CTARS Sleepover Disturbance Log at the end of the sleepover shift, recording any disruption of sleep.
- 4.2. Work performed during sleepover component of the shift not recorded in the CTARS Sleepover Disturbance Log prior to or at the end of the shift will not be approved or paid.
- 4.3. If the worker performed work, the worker must indicate the commencement time of the work, the completion time of the work and the duration of the work for each occasion. They should also record reason for work and intervention/ support offered.
- 4.4. The worker will then email their Care Team Leader, attaching the completed Sleep Disturbance form requesting the sleep disturbance to be added to their timesheet. The Care Team Leader will then either seek more information, reject, or endorse the request and send it to their Senior Program Manager for final approval.

5. Approval and processing of work performed during sleepover for payment

- 5.1. Work performed during sleepover as recorded in the CTARS Sleepover Disturbance Log will be calculated by the Rostering Team and recorded within the relevant program roster in ProSIMS, and where required incident reported.
- 5.2. Timesheets are provided to Payroll on a fortnightly basis for payment.

Definitions

Accumulative

Increase or growth by addition especially when continuous or repeated.

CTARS

CTARS is a cloud-based client management system, designed specifically for disability services, children's services, and aged care. The system will allow MC staff to undertake therapeutic planning and assessment, capture and report on outcomes and ensure practice complies with legislative requirements through industry best practice frameworks.

Industrial Instrument

Relevant Industrial Instrument, including but not limited to:

- An Enterprise Agreement;
- A Modern Award; and
- An Employment Contract.
- SCHADS

Work performed during sleepover shift

Work performed during sleepover component of the shift is a task performed to assist the young person due to sleep disturbance or an incident between 10:30pm and 7:00am Monday to Friday and 7:30am Saturday and Sunday.

Worker (Residential Care Worker)

Employee tasked with providing daily care for young people.

References

CTARS Sleepover Disturbance Log

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Procedure
**Work Performed During
Sleepover Shift**

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