

# ROSTERING RULES (2024-2026)



## ALL ROSTERS

- Not less than 28 days' notice of roster and rosters must cover at least three months' of duties other than those under Schedule 2.
- No Employee shall be on duty or on call more than 12 consecutive days without a rostered rest period officially off duty of at least 48 hours before commencing the next period of duty. Note: Employees shall have every second weekend completely free from duties. (NB: this does not apply to Schedule 10 Rosters.)
- An RMO shall not be required to work more than 16 hours in any day.
- A minimum break of 8 consecutive hours off duty shall be provided between any two periods of normal rostered duty. If a break of at least 8 continuous hours cannot be provided between periods of qualifying duty a penalty payment of \$160 on each such occasion which shall be paid to the employee concerned.
- A minimum break comprising the balance of the calendar day upon which the employee ceased the last night duty plus a further two calendar days must be provided immediately following a period of 5 night duties or more.
- Employees shall not be rostered on duty for more than 2 long days in 7. For the purposes of this clause, a "long day" shall be hours worked in excess of 10 hours.
- Where an employee is rostered on duty in excess of 72 hours in any seven day period then a penalty payment of \$550 shall apply for that period. Where an employee is required to work in excess of 140 hours in a period of 14 consecutive days a penalty of \$1,000.00 shall be paid to the employee. RMOs must alert the RMO unit beforehand if their roster has more than 72/140 hours.
- Proposed changes to a roster pattern can only proceed if 2/3rds of the affected RMOs who participate in the vote, vote in favour of the proposal.
- RMOs rotating to a new workplace and required to relocate at changeover, shall not be rostered on duty or on call for the last weekend of the run.

## ED/ICU ROSTERS

- On duty hours shall not exceed an average of 50 per week over a four-week period and no more than 60 hours worked in any seven days.
- No more than 5 consecutive days shall be worked in a row, except that in the case of night shifts there shall be no more than 4 consecutive shifts in a row.
- Employees shall, after working a period of consecutive night shifts, have a period free of duty comprising the balance of the calendar day upon which they ceased the last night duty plus a further 2 calendar days.
- Employees shall have 2 consecutive days off in every seven days.
- Employee shall not be required to work for more than 10 hours inclusive of meal breaks, except that, in ICUs 12 hour shifts may operate by agreement.
- No more than 4 shift start times and no employee shall be required to change shifts more than once per week.
- Employees working in ED or ICU shall have a maximum 30% of their duties as night shifts and an average of 50% of weekend off duty with no more than 3 weekends in a row.



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## ON CALL ROSTERS

- Where a service provides rostered on call weekend cover, there shall be agreed recovery time processes in place for where an individual RMO considers they are too fatigued from their weekend call backs to safely undertake their rostered Monday duties.

## SCHEDULE 10 SAFER ROSTERS\*

- No employee shall be required to work more than 10 consecutive days.
- No more than 4 consecutive nights comprising no longer than 10 hours shall be rostered.

\***Schedule 10 Rosters** are those listed on pages 76-78 of the CA. If you wish to add your roster into Schedule 10, contact us.

**WE ARE HERE TO HELP!  
GET IN TOUCH WITH US!**

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## RELIEF ROSTERS

- Relievers shall not be rostered for more duties than would on average be worked by any other RMO on the runs they cover.
- Where leave management system is in operation planned leave relievers get 14 days' notice of rosters for planned leave relief.
- 28 days' notice of weeks allocated to short notice. Notification to the SNR of whether relief is required and where the RMO will relieve must be given by 0900 hours each day Monday to Friday. If not notified the RMO will hold themselves available to relieve during the day should someone fall suddenly ill, until 1600 hours. If required for a night shift, the RMO must be notified no later than 1400 hours.
- If a short notice reliever is not notified by 1400 hours of relief required on a Saturday, Sunday or public holiday, they shall not be required at all that day.

## MISCELLANEOUS ROSTERS

### **Nelson Marlborough, Invercargill Hospital, Taranaki, Whanganui, Tairāwhiti, MidCentral, BoP**

- No RMO can be rostered to work more than 1 weekend in 3. (See Schedule 1 for details).

### **Lakes**

- No RMO shall be rostered to work more than one weekend in three unless varied to the contrary as follows:
  1. On the general medical or surgical registrar roster, no RMO shall be rostered to work more than two weekends in five.
  2. On the O&G/Paediatric roster, no RMO shall be rostered to work more than three weekends in eight.
  3. On the Emergency Department roster, no RMO shall be rostered to work more than three weekends in five.