<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Meal Allowance During Overtime Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy covers the entitlement of the payment of meal allowances to Professional Staff at ACU.</td>
</tr>
<tr>
<td>Policy applies to</td>
<td>☒ University-wide  ☐ Specific (outline location, campus, organisational unit, etc)  ☒ Staff only  ☐ Students only  ☐ Staff and students</td>
</tr>
<tr>
<td>Policy status</td>
<td>☐ New policy  ☒ Revision of existing policy</td>
</tr>
<tr>
<td>Approval authority</td>
<td>Vice-Chancellor and President</td>
</tr>
<tr>
<td>Governing authority</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Responsible officer</td>
<td>Director, Human Resources</td>
</tr>
<tr>
<td>Approval date</td>
<td>1 March 2008</td>
</tr>
<tr>
<td>Effective date</td>
<td>1 March 2008</td>
</tr>
<tr>
<td>Approval date of last revision</td>
<td>16 March 2020</td>
</tr>
<tr>
<td>Effective date of last revision</td>
<td>16 March 2020</td>
</tr>
<tr>
<td>Date of policy review*</td>
<td>1 July 2020</td>
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*unless otherwise indicated, this policy will still apply beyond the review date

| Related legislation, policies, procedures, guidelines and local protocols | ACU Staff Enterprise Agreement 2017 - 2021  ATO Tax Determination 2019/11  Flexible Working Arrangements Policy  Overtime for Professional Staff Policy |
1. **Background**

This policy has been developed to support the provision at ACU of payment of a meal allowance to those Professional Staff who are required to work overtime.

2. **Policy Statement**

The University recognises that from time to time Professional Staff may be required to work overtime at times that may necessitate the payment of a meal allowance. The payment of the meal allowance shall be in accordance with the provisions of this policy.

3. **Policy Purpose**

This policy informs Professional Staff members of the conditions applicable to the payment of a meal allowance when overtime is worked.

4. **Application of Policy**

A meal allowance shall be payable to a Professional Staff member, at the rate prescribed by this policy where:

- The staff member is provided with less than 24 hours’ notice of the requirement to work overtime;
- the staff member works at least one and a half hours authorised overtime before or after their ordinary hours for the day/shift; and
- such overtime is continuous with the staff member’s normal hours for the day/shift except for any intervening meal break taken in accordance with the policy in relation to Meal Breaks and RestPauses.

The meal allowance rate of **$31.25** payable under this policy is reviewed annually by the University, in line with changes in the CPI, but shall not exceed that provided for by the relevant Australian Taxation Office Determination.
5. Approvals

A meal allowance is payable in circumstances where the overtime is approved by the delegated University officer and the conditions in Section (4) above are met.

Staff members who are eligible to claim a meal allowance should complete a Staff Reimbursement Form and email the completed form with the relevant supporting documentation to Accounts Payable (accountspayable@acu.edu.au) for processing.

6. Revisions made to this Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>22 June 2018</td>
<td>Editorial</td>
<td>Updated to incorporate new ACU branding and updated policy template as per the ACU Policy Development and Review Policy.</td>
</tr>
<tr>
<td>4 April 2019</td>
<td>Major</td>
<td>Increase in the meal allowance rate from 1 July 2018 consistent with ATO Determination TD 2018/11.</td>
</tr>
<tr>
<td>16 March 2020</td>
<td>Minor</td>
<td>Increase in the meal allowance rate from 1 July 2019 consistent with ATO Tax Ruling 2019/11.</td>
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The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.