

Name of Policy	Meal Allowance During Overtime Policy
Description of Policy	This policy covers the entitlement of the payment of meal allowances to Professional Staff at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit, etc</i>)
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Policy status	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

Approval authority	Vice-Chancellor and President
Governing authority	Chief Operating Officer
Responsible officer	Director, Human Resources

Approval date	1 March 2008
Effective date	1 March 2008
Approval date of last revision	4 April 2019
Effective date of last revision	4 April 2019
Date of policy review*	1 July 2019

**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 Flexible Working Arrangements Policy Overtime for Professional Staff Policy
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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 works at least one and a half hours authorised overtime before or after her/his 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 Rest Pauses.

The meal allowance rate of **\$30.60** 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* via [Service Central](#) and email the completed form to Finance at accountspayable@acu.edu.au.

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
22 June 2018	Editorial	Updated to incorporate new ACU branding and updated policy template as per the ACU <i>Policy Development and Review Policy</i> .
4 April 2019	Major	Increase in the meal allowance rate from 1 July 2018 consistent with ATO Determination TD2018/11.

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](#).