

Parramatta Linen Services | night shift working hours

*This information sheet provides an overview of the return to shift overlap for night shift staff. This change will come into effect Sunday 3 November 2024.

Background to the change

Morning and afternoon staff will move to a shift overlap, with a the 30min overlap giving staff an opportunity to complete safety and shift briefings, participate in team huddles, provide a handover, and socialise with each other as a team.

For the last 3 weeks we have been consulting with you (our night shift staff), and concerns have been raised about moving from the 9.30pm start to 10pm start on the Sunday night only. The concerns are around the penalty rates.

What's the temporary solution for night shift staff?

While we continue to consult, we will maintain the 9.30pm start time on Sundays only. Monday to Thursday will move to the new time of 10pm to 6.30am.

Please consider doing 30min of overtime every Monday morning from 6am-6.30am until a more permanent resolution is agreed. This will greatly help the team for the reasons mentioned above.

What will my new shift look like?

Shift description	Sunday night shift only	Night shift (Mon-Thurs)
Shift start time	9.30pm	10pm
Shift end time	6am	6.30am
Shift length (incl breaks)	8 hrs, 30 min	8 hrs, 30 min
Unpaid meal break	30 min	30 min
Paid meal break	20 min	20 min
Overlap with shift	30 min	30 min

Who can I talk to about this change?

If you have any questions or concerns about this change and what it means for you, please speak with your supervisor or line manager. Thank you for your ongoing honesty and open communication as we work together for our customers and each other.

Thank you for your support in helping us make Parramatta Linen Services the best it can be.

**Information correct as of Thursday 31 October 2024.*

