

# MINISTER ASSISTING THE PREMIER PUBLIC SERVICE COMMISSION CHIEF EXECUTIVE

**DIRECTIVE No. 03/12**  
**August 2012**

In accordance with section 52(3) of the *Public Service Act 2008* and section 687(3) of the *Industrial Relations Act 1999*, this directive prevails over an industrial instrument to the extent of any inconsistency. Industrial instrument means an award, industrial agreement, certified agreement or decision of the Queensland Industrial Relations Commission.

- 1. TITLE:** **Change of Pay Date for Employees of Queensland Health**
- 2. PURPOSE:** To prescribe the pay cycle arrangements for all employees as defined in this directive.
- 3. LEGISLATIVE PROVISIONS:** Section 53 of the *Public Service Act 2008*.  
Section 54(1) of the *Public Service Act 2008*.
- 4. APPLICATION:** This directive applies to:
- "public service employees" as defined in section 9 of the *Public Service Act 2008*; and
  - Senior Officers and Senior Executive Service Officers.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from 1 October 2012.
- 7. VARIATION:** This directive can be varied by -
- the Public Service Commission Chief Executive;
  - the Minister responsible for Industrial Relations; or
  - legislation.

# SCHEDULE

## Remuneration for Certain Employees

### GENERAL CONDITIONS

#### 1. Application

This directive applies to executive and non-executive employees engaged as “public service employees” by Queensland Health as defined in section 9 of the *Public Service Act 2008* and Senior Officers and Senior Executive Service Officers.

This directive applies from 1 October 2012.

#### 2. Variation to pay date

The Queensland Health fortnightly pay period commences on a Monday and concludes on the Sunday - 14 calendar days following.

Prior to the application of this directive, the pay date for employees covered by this directive was three (3) calendar days after the completion of the fortnightly pay period.

In accordance with this directive, Queensland Health will move the pay date to ten (10) calendar days after the completion of the fortnightly pay period.

The effect of this change is to move the pay date so it occurs seven (7) calendar days later than the current pay date.

#### 3. Relevant pay period

The “relevant pay period” after which the pay date will change is the fortnight commencing 1 October 2012 and finishing on 14 October 2012.

This means the pay day for that pay cycle will be 24 October 2012 and all subsequent pay days will be no later than ten (10) calendar days after the end of the relevant fortnightly pay period.

#### 4. Implications of variation to pay date

Employees will receive payment for each pay period ten (10) calendar days following the completion of the relevant pay period.

#### 5. Transition Loan

A transition loan will be made available to all eligible employees who are employed as at the day immediately prior to the implementation of this directive i.e. 30 September 2012, provided they do not have a termination date between 1 October 2012 and 28 October 2012 inclusive.

All eligible employees will automatically receive a transition loan, unless they elect, in writing, not to receive the transition loan.

Eligible employees will be entitled to a transition loan based on the **two weeks** net pay received from Queensland Health for the pay period 17 September 2012 to 30 September 2012.

The transition loan will be disbursed to eligible employees by the health employer no later than 17 October 2012. These loans are recoverable on an employee's cessation of employment with a health employer in accordance with section 396B of the *Industrial Relations Act 1999* (Qld) (IR Act).

Not limiting a health employer's ability to recover outstanding transition loan amounts under section 396B of the IR Act, other arrangements in relation to the repayment of the transition loan throughout the period of employment of a health employee may be put in place, as negotiated and agreed between the employee and the health employer.

Specific details relating to the calculation, payment and ongoing management of transition loans will be provided in policies issued by Queensland Health.