

Living Away from Home



On distant work the employer must provide reasonable board and lodging or pay a living away from home allowance.

Meals



Meal allowances are payable while working away from home or when unplanned overtime (minimum of 2 or more hours) is requested by the host employer and it is unreasonable to travel home for a meal.

Shift Allowances



When working an afternoon or night shift additional allowances are payable.

Please ensure you use 24hr time (eg. 4.00pm = 16.00) when filling in your timesheet so these can be accurately calculated.

Payroll Contacts

E: timesheets@atec.asn.au
P: 8444 2537 M: 0400 750 114

Electrical Allowances



Multi-Storey

If working on a building under construction, which when completed will be 5 or more storeys high a multi-storey allowance is payable. Please note the height of the building worked on for each applicable day.

Using your own vehicle

If you are using your own vehicle to travel between sites, these kilometres are to be paid as compensation for expenses. Record these kilometres on your timesheet each day.

Working at the depot or going to trade school

No allowance is payable. You are expected to present yourself for work or trade school as per your rostered shift or class.

Travel to and from Job Sites

1. Travel Time

This allowance is payable when working at a job site within 50kms of the host employers office or depot.

2. Start/Finish at site

If using your own vehicle to drive to and/or from site then this allowance is payable.

3. Host provides transport

When your host provides or offers transport to site this allowance is payable.

4. Travel over 50kms from the Host registered depot or employee's home

If the job site is over 50kms from the registered office or depot or employee's home, then time after the 50kms has past is payable at your normal hourly rate in 15 min increments in addition to the allowances above, plus a kilometre allowance if using your own vehicle.

Here's some examples...

Situations	Travel Time	Start &/or Finish at Site	Host Provides Transport
Start and Finish on job site and provided with <i>or offered</i> transport by Host	✓	✗	✓
Start and/or Finish on job site using own vehicle	✓	✓	✗
Start and Finish at the Host Employer Office/Depot	✗	✗	✗
Working at and ATEC site OR Attending Trade School	✗	✗	✗
Annual Leave / Public Holidays / Personal Leave	✗	✗	✗
Superannuation	✓	✗	✓

For more information on applicable awards go to:

Electrical - <http://awardviewer.fwo.gov.au/award/show/MA000025>

Manufacturing - <http://awardviewer.fwo.gov.au/award/show/MA000010>

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Changing people's lives