

# CSR STAFF MODERN AWARD 2015

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## **Part 1 Application and Operation**

### **1. Title**

This Award is the CSR Staff Modern Award 2015.

### **2. Commencement and Transitional**

This Award shall commence when determined by the Fair Work Commission.

### **3. Definitions and Interpretation**

In this Award, unless the contrary intention appears:

**Act** means the *Fair Work Act 2009 (Cth)* as amended or replaced from time to time.

**Afternoon shift** means any shift finishing after 6.00 pm and at or before midnight.

**Association** shall mean the CSR & Holcim Staff Association.

**Base Salary** means the minimum annual Base Salary payable to a Full-time or Part-time Employee excluding all allowances, loadings, incentive payments and bonuses, penalty rates, superannuation and overtime. Base Salary shall be maintained and used for the purposes of defined benefit superannuation entitlements and other entitlements as specified in this Award.

**Base Casual Rate** means the minimum rate of pay calculated as follows:

- (a) Take the relevant minimum Base Salary for the Casual Employee's classification;
- (b) Divide the Base Salary by 52.167 (weeks); and
- (c) Divide the weekly amount by 38 (hours).

**Casual Employee** means an Employee who is specifically engaged as such and who has no guarantee or expectation of ongoing employment.

**CSR** is CSR Limited (ABN 90 000 001 276).

**Deemed Base Salary** means 75% of a Packaged Employee's Total Fixed Remuneration and may be used for the purposes of defined benefit superannuation entitlements and other entitlements as specified in this Award. Deemed Base Salary may vary from the 75% of Total Fixed Remuneration based upon the specific conversion calculations when the employee became or becomes a Packaged Employee by written agreement between the Employer and Employee concerned.

**Defined Benefit Member** has the meaning given by the *Superannuation Guarantee (Administration) Act 1992* (Cth).

**Employee** shall mean:

- (a) An Employee of CSR employed on an annual salary by CSR.
- (b) Employee also includes Casual Employees.
- (c) An Employee of Bricks Australia Services Pty Limited (ACN 604 616 908) employed on an annual salary but only where they were employed by CSR on an annual salary immediately prior to the commencement of employment with Bricks Australia Services Pty Limited

**Employer** shall mean CSR Limited and Bricks Australia Services Pty Limited

**Exempt public sector superannuation scheme** has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth).

**Term Employee** is a Salaried Employee who is employed for a specific period of time, a specified task or specified project, and includes employees who, on termination, for any reason, have no obligation to be paid out the duration of the contract.

**FWC** is the Fair Work Commission.

**Immediate family** means an Employee's:

- (a) Spouse (including a de facto partner), child, parent, grandparent, grandchild or sibling;
- (b) Child, parent, grandparent, grandchild or sibling of a spouse (including a de facto partner).

**Job Grades** mean an Employee's Job Grade as determined by the Employer in accordance with the Job Grade structure set out within the classification level in clause 15.

**Junior Employee** is an employee who is under 21.

**MySuper product** has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth).

**NES** is the National Employment Standards as provided under the Act.

**Night shift** means any shift finishing subsequent to midnight and at or before 8.00 am.

**Non-continuous Shift Roster** is a roster where an Employee is required to work shift work that may include afternoon, night or weekend work.

**Packaged Employee** means an Employee who is classified by the Employer at Job Grade 11 or above.

**Part-time Employee** is an Employee whose contracted hours of work are less than 38 hours per week.

**Redundancy** means:

- (a) Where the Employer has made a definite decision that the Employer no longer wishes the job of an Employee to be done by anyone, and that decision leads to the termination of employment of the Employee, except where this is due to the ordinary and customary turnover of labour; or
- (b) An employment situation that arises out of the insolvency or bankruptcy of the Employer.

**Retrenchment** means the termination of employment by the Employer of an Employee whose position has become redundant.

**Salaried Employee** is an Employee employed on an annual salary by the Employer.

**Salary review** means the Employer's annual review of salaries. The review takes into account relevant factors such as market data, individual performance, current duties and economic circumstances.

**Service** shall mean service with the Employer and any prior service recognised in accordance with the Act.

**Seven-day Continuous Shift Employee** is an Employee who is:

- (a) Employed in an enterprise in which shifts are continuously rostered 24 hours a day for 7 days a week; and
- (b) is regularly rostered to work those shifts; and
- (c) regularly works Sundays and public holidays.

**Seven-day Continuous Shift Roster** is a roster where an Employee remains on a roster that requires the Employee to work shift work including afternoon, night, weekends and public holidays.

**Total Fixed Remuneration:** This applies to Packaged Employees and includes:

- (a) Base Salary;
- (b) Any salary sacrificed items as approved by the Employer;
- (c) Any novated motor vehicle lease(s) in accordance with applicable policies as in force from time to time;
- (d) Any fringe benefits other than the Additional Benefits; and
- (e) Any grossed up fringe benefits tax,

but does not include any payroll tax or worker's compensation payments paid by the Employer. It is noted that inclusive of the above, Packaged Employees receive the benefit of the Employer superannuation contribution which is otherwise governed by this Award and superannuation legislation.

#### **4. Coverage**

This Award covers:

- (a) The Employer; and
- (b) all Salaried Employees of the Employer; and
- (c) the Association.

#### **5. Access to the Award and the National Employment Standards**

The Employer must ensure that copies of this Award and the NES are available to all Employees to whom they apply either on a notice board which is conveniently located at or near the workplace or through electronic means, which ever makes them more accessible.

## **6. The National Employment Standards and this Award**

The NES and this Award contain the minimum conditions of employment for Employees covered by this Award.

## **7. Award Flexibility**

7.1 Notwithstanding any other provision of this Award, the Employer and an individual Employee may agree to vary the application of certain terms of this Award to meet the genuine individual needs of the Employer and the individual Employee. The terms the Employer and the individual Employee may agree to vary the application of are those concerning:

- (a) arrangements for when work is performed;
- (b) overtime rates;
- (c) penalty rates;
- (d) allowances; and
- (e) leave loading.

7.2 The Employer and the individual Employee must have genuinely made the agreement without coercion or duress.

7.3 The agreement between the Employer and individual Employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in clause 7.1; and
- (b) result in the Employee being better off overall than the Employee would have been if no individual flexibility agreement had been agreed to.

7.4 The arrangement between the Employer and the individual Employee must also:

- (a) be in writing, name the parties to the agreement and be signed by the Employer and the individual Employee and, if the Employee is under 18 years of age, the Employee's parent or guardian;

- (b) State each term of the Award that the Employer and the individual Employee have agreed to vary;
  - (c) Detail how the application of each term has been varied by agreement between the Employer and the individual Employee;
  - (d) Detail how the agreement results in the individual Employee being better off overall in relation to the individual Employee's terms and conditions of employment; and
  - (e) state the date the agreement commences to operate.
- 7.5 The Employer must give the individual Employee a copy of the agreement and keep the agreement as a time and wages record.
- 7.6 Except as provided in clause 7.4(a), the agreement must not require the approval or consent of a person other than the Employer and the individual Employee.
- 7.7 The Employer seeking to enter into an agreement must provide a written proposal to the Employee. Where the Employee's understanding of written English is limited the Employer must take measures, including translation into an appropriate language, to ensure the Employee understands the proposal.
- 7.8 The agreement may be terminated:
- (a) by the Employer or the individual Employee giving 90 days' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
  - (b) at any time, by written agreement between the Employer and the individual Employee.
- 7.9 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between the Employer and an individual Employee contained in any other term of this Award.

## **Part 2 Consultation and Dispute Resolution**

### **8. Enterprise Flexibility**

Where at a business unit or site level an agreement is reached about how the Award should operate so as to make the business unit or site operate more efficiently according to its

particular needs, the agreement shall be implemented provided the majority of Employees affected genuinely agree. In the absence of any agreement, either party may refer the matter to the FWC who may determine the matter, having regard to the merits, and in doing so may adopt any process it considers appropriate.

## **9. Consultation Regarding Major Workplace Change**

### **9.1 Employer to notify**

Where the Employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on Employees, the Employer must notify the Employees who may be affected by the proposed changes and his/her representatives, if any.

### **9.2 Significant effects**

Includes termination of employment; major changes in the composition, operation or size of the Employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to other work locations; and the restructuring of jobs. Provided that where this Award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

### **9.3 Employer to discuss change**

9.3.1 The Employer must discuss with Employees affected and their representatives, if any, the introduction of changes referred to in clause 9.1, the effects these changes are likely to have on Employees and measures to avert or mitigate effects of such changes on Employees and must give prompt consideration to matters raised by the Employees and/or their representatives in relation to the changes.

9.3.2 The discussions must commence as early as practicable after a definite decision has been made by the Employer to make the changes referred to in clause 9.1.

9.3.3 For the purposes of such discussion, the Employer must provide in writing to the Employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on Employees provided that the Employer is not required to disclose confidential information the disclosure of which would be contrary to the Employer's interests.

### **9.4 Consultation about changes to rosters or hours of work**

Where the Employer proposes to change an Employee's regular roster or ordinary hours of work, the Employer must consult with the Employee or Employees affected and their representatives, if any, about the proposed change. The Employer must:

- (a) provide to the Employee or Employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the Employee's regular roster or ordinary hours of work) and when that change is proposed to commence.
- (b) invite the Employee or Employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
- (c) give consideration to any views about the impact of the proposed change that are given by the Employee or Employees concerned and/or their representatives, if any.
  - (i) The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours.
  - (ii) These provisions are to be read in conjunction with other provisions in this Award concerning the scheduling of work and notice requirements.

## **10. Dispute Resolution**

- 10.1 In the event of a dispute in relation to a matter arising under this Award, or a dispute in relation to the NES, in the first instance the parties will attempt to resolve the matter at the workplace by discussion between the Employee(s) concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the Employee(s) and more senior levels of management as appropriate. At each stage the process should be dealt with expeditiously and any undue delays kept to a minimum.
- 10.2 If a dispute about a matter arising under this Award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 10.1 have been taken, a party to the dispute may refer the dispute to the FWC.
- 10.3 The parties may agree on the process to be utilised by the FWC including mediation, conciliation and consent arbitration.

- 10.4 Subject to the rights of the parties where the matter in dispute remains unresolved, the FWC may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 10.5 The Employer, Employee or Employees may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 10.6 While the dispute resolution procedure is being conducted, work must continue in accordance with this Award and the Act. Subject to all applicable health and safety legislation, an employee must not unreasonably fail to comply with a direction by the Employer to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

### **Part 3 Types of Employment and Termination of Employment**

#### **11. Permanent Engagement**

##### **11.1 Probationary Employment**

The Employer may initially engage a full-time or Part-time Employee for a period of probationary employment for the purpose of determining the Employee's suitability for ongoing employment. The Employee must be advised in advance that the employment is probationary and the duration of the probation which can be up to 3 months.

##### **11.2 Full-time Employment**

An Employee not specifically engaged as a Part-time or Casual Employee is for all purposes of this Award, a full-time Employee.

##### **11.3 Part-time Employment**

Unless otherwise agreed between the Employer and the Association, the following provisions shall apply to Part-time Employees:

- (a) The ordinary hours of work for Part-time Employees shall be less than 38 hours per week.
- (b) Part-time employees shall be paid in accordance with the annual salary provided for in clause 15 – Rates of Salary of this Award on a pro-rata basis;
- (c) the provisions of this Award with respect to holidays, annual leave, personal leave, and parental leave shall apply to Part-time Employees on a pro-rata basis;

- (d) a Part-time Employee who works in excess of the number of daily or weekly ordinary hours fixed for full-time Employees at the workplace concerned shall be paid overtime in accordance with clause 26 – Overtime of this Award.

## **12. Casual Employment**

The following provisions shall apply to Casual Employees:

- (a) The provisions of this Award with respect to holidays, annual leave, personal leave and parental leave shall not apply to Casual Employees. In lieu, a casual loading of 28.33% of the Base Casual Rate shall be paid;
- (b) A Casual Employee who works in excess of the number of daily or weekly ordinary hours fixed for full-time Employees at the workplace concerned shall be paid overtime shall be paid overtime in accordance with clause 26 – Overtime of this Award. Overtime payments shall be calculated on the Casual Employee's Base Casual Rate.

## **13. Termination of Employment**

### **13.1 Notice of Termination by the Employer**

- (a) In order to terminate the employment of a full-time or regular Part-time Employee, the Employer shall give the Employee a period of one month's notice.
- (b) In addition to this notice, Employees over the age of 45 years of age at the time of the giving of the notice with not less than two year's continuous service, are entitled to an additional week's notice.
- (c) Payment in lieu of notice will be made if the appropriate notice period is not required to be worked by the Employer. Employment may be terminated by the Employee working part of the required period of notice and by the Employer making payment for the remainder of the notice period.
- (d) In calculating any payment in lieu of notice, the remuneration an Employee would have received in respect of the ordinary time he/she would have worked during the period of notice had his/her employment not been terminated will be used.
- (e) The period of notice in this clause shall not apply in the case of dismissal for serious misconduct and in the case of Casual Employees, employees (other

than apprentices) to whom a training arrangement applies and whose employment is for a specified period of time or is, for any reason, limited to the duration of the training arrangement, and employees employed for a specified period of time, for a specified task, or for the duration of a specified season along with any other employees prescribed as excluded from the provision of notice of termination under the NES by the Fair Work Act or Regulations.

- (f) Notwithstanding the foregoing provisions, trainees who are engaged for a specified period of time, shall once the traineeship is completed and provided that the trainee's services are retained, have all service including the training period counted in determining entitlements. In the event that a trainee is terminated at the end of his or her traineeship and is re-engaged by the Employer within six months of such termination, the period of the traineeship shall be counted as service in determining and future termination.

### **13.2 Notice of Termination by an Employee**

- (a) The notice of termination required to be given by an Employee is the same as that required of an Employer, save and accept that there is no requirement on the Employee to give additional notice based on the age of the Employee concerned.
- (b) If an Employee fails to give notice, the Employer has the right to withhold monies due to the Employee to a maximum amount equal to the ordinary time the Employee would have worked during the notice period.

### **13.3 Time off during Notice Period**

Where the Employer has given notice of termination to an Employee, an Employee shall be allowed up to one day's time off without loss of pay for the purpose seeking other employment. The time off shall be taken at times that are convenient to the Employee after consultation with the Employer.

## **14. Redundancy**

### **14.1 Redundancy and retrenchment – Notice**

- (a) When the Employer makes a definite decision that an Employee's position is to become redundant, the Employer will advise the Employee in writing of the intended redundancy and the anticipated date when that will occur.

- (b) If an Employee is retrenched, the Employee will be given notice of termination or payment in lieu in accordance with clause 13.1 of this Award.
- (c) An Employee who has been given notice of termination of employment is required to work up to the last day of the notice period. The Employer may approve an Employee's request for termination during the notice period and such approval will not be unreasonably withheld. All the Employee's entitlements will be calculated up to the date the Employee ceases employment.
- (d) If an Employee ceases employment during the notice period, with Employer approval, the Employee will forfeit payment for the balance of the notice period.
- (e) As soon as practicable after giving notice of retrenchment, the Employee is to be given by the Employer an estimate of the amounts potentially payable under clause 14.4 and an estimate of the Employee's superannuation benefit.
- (f) As soon as practicable after giving notice of retrenchment, the Employer will advise the trustees of the Employee's superannuation fund that the Employee is to be retrenched.
- (g) Unless otherwise agreed and subject to the Act, at the date of termination all benefits of employment will cease and Company credit cards, vehicles, computers and other property must be returned to the Employer and all loans from the Employer to the Employee must be repaid. The Employee authorises the Employer to deduct the balance of any loan from any redundancy pay or pay in lieu of notice due to the Employee.
- (h) In addition to the consultation arrangements set out in clause 9 of this Award, the Employer undertakes to advise the Association as soon as practicable of any reorganisation or other changes likely to lead to redundancy and to consult with the Association on the likely timing and other effects of such changes. The purpose of this advice and consultation is to allow the Employer and the Association to discuss the particular circumstances in a generalised manner. Such discussion will not, except where unavoidable, concern individual employees.

## **14.2 Transfer of Business**

14.2.1 The provisions of clause 14.4 and 14.6 are not applicable where there has been:

- (a) A Transfer of Employment; or

- (b) The Employee rejects an offer of employment made by another employer (the second employer) that:
  - (i) Is on terms and conditions substantially similar to, and, considered on an overall basis, no less favourable than, the Employee's terms and conditions of employment with the first employer immediately before the termination; and
  - (ii) recognises the Employee's service with the first employer; and
  - (iii) had the Employee accepted the offer, there would have been a Transfer of Employment in relation to the Employee.
  - (iv) Note the onus is on the employer to demonstrate that the terms and conditions meet the criteria in Clause 14.2.1(b)(i) above.

14.2.2 Transfer of Employment occurs when there is a transfer of employment of a national system employee from one national system employer (the first employer) to another national system employer (the second employer) if:

- (a) The following conditions are satisfied;
  - (i) the Employee becomes employed by the second employer not more than 3 months after the termination of the Employee's employment with the first employer; and
  - (ii) the first employer and the second employer are associated entities when the Employee becomes employed by the second employer; or
- (b) the following conditions are satisfied;
  - (i) the employee is a transferring employee in relation to a transfer of business form the first employer to the second employer; and
  - (ii) the first employer and the second employer are not associated entities when the Employee becomes employed by the second employer; and
  - (iii) the second employer recognises the Employee's service with the first employer.

### **14.3 Assistance to Retrenched Employees**

- (a) If an Employee is to be retrenched, the Employer will at its cost, provide the Employee with assistance to find alternative employment. The extent and cost of the assistance will be at the Employer's discretion.
- (b) This assistance can include:
  - (i) Leave with pay to enable the Employee to seek alternative employment or to make arrangements for his/her changed circumstances:
  - (ii) Counselling:
  - (iii) Access to outplacement services and general financial advice.

### **14.4 Payment on Retrenchment**

14.4.1 Retrenched Employees will receive the following benefits:

- (a) Notice of termination as per clause 13.1 above;
- (b) Redundancy pay calculated per subclause 14.4.2 below; and
- (c) Payment of all accrued annual leave and annual leave loading as per clauses 26 and 27.

14.4.2 In substitution for the provisions under the NES, the amount of redundancy pay for Retrenched Employees is the total amount payable for the redundancy pay period set out in the table below, calculated on the Employee's Base Salary for Job Grades 1 – 10 and on the Employee's Total Fixed Remuneration excluding Employer superannuation contributions for Job Grades 11 and above.

<b>Redundancy Pay</b>	
(i)	Minimum of 3 months.
(ii)	<p><b>Plus</b> 0.7 months per year of completed service (pro rata to completed days of service) but capped at a maximum of 2 years for employees on existing Employer contracts of employment who commenced prior to the certification date and capped at 15 months for employees who commence after the certification date.</p> <p>In both cases, the caps referred to above are inclusive of the minimum of 3 months referred to in subclause 14.4.2(i).</p>
(iii)	<b>Less</b> any portion of the period of notice that is payable to the employee.

## 14.5 Relocation Expenses

14.5.1 Where an Employee is retrenched whilst employed at a location for 5 years or less to which they were transferred at the Employer's request, the Employer will assist the Employee to return to the place of engagement (or an alternative destination if the cost is no more) if the Employee relocates within 6 months of termination of employment.

14.5.2 This assistance will comprise reimbursement of:

- (a) Economy airfares for the Employee, spouse, partner and dependants;
- (b) Cost of transport, storage (for up to 4 months) and insurance of a reasonable quantity of household goods and effects;
- (c) Cost of reasonable accommodation incurred directly as a result of retrenchment (up to 1 month).

## 14.6 Part-time and Full-time Employees

Employees who have both full-time and Part-time service will be entitled to redundancy pay calculated on a pro rata basis. Part-time years of service will be converted to equivalent full-time years of service at the actual annualised full-time rate of Base Salary for Job Grades 1 – 10 and for Job Grades 11 and above at Total Fixed remuneration for the purposes of the calculation, which will apply to both notice and redundancy pay.

## **14.7 Other Exclusions**

This clause does not apply to Term Employees, Casual Employees, any Employee whose employment is terminated because of serious misconduct, an apprentice Employee and an Employee (other than an apprentice) to whom a training arrangement applies and whose employment is for a specified period of time or is, for any reason, limited to the duration of the training arrangement.

## **Part 4 Minimum Wages and Related Matters**

### **15. Classifications and Adult Minimum Wages**

- 15.1 The minimum Base Salary for an adult Salaried Employee shall be in accordance with the classification structure and definitions set out in clause 15.3.
- 15.2 The actual Base Salary payable to an individual Employee will be reviewed as part of the Employer's Annual Salary Review process.
- 15.3 An Employee shall be classified in accordance with the following Classifications Structure:

#### **(a) Level 1 [Job Grades 1 – 4] \$42,146**

Characterised by clerical/vocational skilled positions that require low to medium vocational training plus experience. Includes entry level through to moderate administrative/technical capabilities.

While the work to be undertaken has specific precedents established, latitude is permitted. Thinking is within procedures and precedents rather than routines and specific instructions. Situations differ enough to go beyond well-defined patterns; solutions are found fairly rapidly based on job related knowledge and/or experience. Examples of roles that would be included in this level are as follows: Customer Service Officer, Administration Officer, Junior Payroll Assistant, Junior Administration Assistant and Receptionist, Production Operators, Warehouse Staff, Stores Person.

#### **(b) Level 2 [Job Grades 5 – 7] \$52,119**

Characterised by advanced vocational positions, entry level for non-technical professionals and supervisors of vocational skills. Entry level professional requiring basis understanding and application of theoretical or scientific principles. May be quasi-supervisory over advanced vocational jobs or basic entry level professional job where persuasiveness is required. Basic knowledge of principles and theories of a

professional or scientific discipline (e.g., non-technical BA/BS degree equivalent plus 1 or 2 years' experience, or technical BS degree equivalent). Examples of roles that would be included in this level are as follows: Account Manager, HR Coordinator, Maintenance Planner, Personal Assistant, Credit Control Officer, Junior Accountant, Factory Supervisor, Estimator, Trades Employee, Senior Production Operator, Production Supervisor, Warehouse Supervisor.

**(c) Level 3 [Job Grades 8 – 10] \$53,875**

Characterised by a professional with a working knowledge in a technical or specialised area. Basic knowledge of the theories and principles of a discipline and significant applied experience plus skill to influence and persuade others or working knowledge of a discipline plus experience and human relations skills to select, develop and/or motivate people. Seasoned individual contributor with knowledge of a discipline and considerable experience or advanced study in a technical or professional field. Examples of roles that would be included in this level are as follows: Senior sales/Account Manager, Engineering Manager, OH&S Manager, Factory Manager, IT Consultant/Supervisor, Marketing Assistant, HR Business Partner.

**(d) Level 4 [Job Grades 11 – 12] \$58,879**

Characterised by a seasoned professional with sufficient technical expertise to be called upon as a consultant. Jobs requiring seasoned technical/professional knowledge depth plus human relations skills to select, develop and/or motivate people. The job could be a resident expert in a complex technical field. This level also covers entry to mid-level managerial roles that lead small to medium sized teams and leadership roles that require influence and organisational savvy to successfully undertake role functions. Examples of roles that would be included in this level are as follows: Marketing Manager, Senior Technical Specialist, Divisional HR Manager, Commercial Manager, Production Manager (large site), Senior Accountant, IT Department Lead.

**(e) Level 5 [Job Grade 13] \$66,407**

Characterised by a highly seasoned individual contributor requiring substantial specialised technical know-how gained through many years of progressive/relevant experience or advanced education and experience to tactically integrate relatively related or similar activities. Roles at this level envisage an experienced leader/manager of teams who demonstrates highly developed influencing skills and leadership qualities as well as strategic thinking and who is able to manage and problem solve through very complex analytical, technical and/or management challenges. Examples of roles that would be included in this level are as follows:

State Manager, National Marketing Manager, Business Unit CFO, GM Finance, National Operations Manager.

**16. Junior Rates**

The Award rate of annual salary for a Junior Employee shall be calculated according to the following scale:

<b>Age</b>	<b>% of adult Award rate for the appropriate level as contained in clause 16.3</b>
16	55%
17	64%
18	72%
19	82%
20	90%

**17. Non-award Benefits**

17.1 The minimum Base Salary for an adult or Junior Employee may be offset by the provisions of non-award benefits, subject to the following:

17.2 The Employer and Employee must agree on:

- (a) The non-award benefit to be provided; and
- (b) the value of the benefit(s), including any tax payable by the Employer, as a monetary offset against the minimum Award rate of salary.

17.3 There is no obligation on either the Employee to accept non-award benefits or on the Employer to provide non-award benefits, unless agreement is reached between the Employer and Employee.

17.4 The agreed non-award benefits may include the contribution of superannuation amounts by the Employer, which are in addition to those amounts which the Employer is already legally obliged to contribute on behalf of the Employee.

17.5 The Employer may establish a procedure for negotiating agreements with Employees in respect of the provision of non-award benefits.

17.6 The nature and value of the non-award benefit(s) agreed may only be varied by agreement between the Employee and Employer or by either party providing reasonable notice dependent upon the circumstances, however the minimum period of notice must be 4 weeks.

17.7 In the event that legislation, tax determinations, tax rulings or other policy measures of government impact on the Employer's capacity to participate in any agreement for the provision of non-award benefits, the Employer is entitled to terminate the relevant agreement by giving written notice to the Employee(s) concerned.

17.8 The value of an Employee's Base Salary after the offset is applied in accordance with clause 17.1 is taken to be the Employee's Base Salary for the purposes of this Award.

## **18. Employer and Employee duties**

18.1 The Employer may direct an Employee to carry out such duties as are within the Employee's skill, competence and training, consistent with the classification structure of this Award, provided that such duties do not diminish existing skills.

18.2 The Employer may direct an Employee to carry out such duties and use such tools and equipment as may be required provided that the Employee has been properly trained in the use of such tools and equipment.

## **19. Allowances**

The following allowances apply.

### **19.1 Use of Private Vehicle Allowance**

19.1.1 A private vehicle allowance calculated in accordance with the ATO guidelines, as it may exist from time to time shall be paid to an Employee who is classified by the Employer in Job Grade 10 or below and who is required by the Employer to use a private vehicle on Employer business. An Employee is not entitled to this allowance if the Employee:

- (a) has the benefit of any other Employer vehicle allowance; or
- (b) has use of an Employer facilitated motor vehicle; or
- (c) is directed by the Employer to hire a vehicle; or
- (d) is a Job Grade 11 and above.

19.1.2 The Employee shall provide the Employer with reasonable proof of the kilometres travelled in the course of his/her employment in order to claim the vehicle allowance.

## **19.2 Meal Allowance**

19.2.1 An Employee required by the Employer to work overtime in excess of 2 hours after the completion of his or her ordinary working hours shall be paid a meal allowance of \$16.15 for the first meal and for each subsequent meal after a further 4 hours overtime if required to continue working after such 4 hours.

19.2.2 A meal allowance is not payable where:

- (a) The Employer provides the Employee with a meal;
- (b) the Employee can conveniently return home for a meal;
- (c) the Employee has been notified on the previous day or earlier that he or she will be required to work overtime.

19.2.3 If an Employee has provided a meal or meals on the basis that he or she has been given notice of a requirement to overtime and the Employee is subsequently not required to work the overtime, the Employee shall be paid the prescribed meal allowance for the surplus meal or meals he or she has provided.

## **20. Temporary Transfer Expenses**

If an Employee is directed to work at a place other than his or her usual place of work, all reasonable expenses necessarily incurred by the Employee as a consequence of the temporary transfer will be paid by the Employer. Where practicable, the nature of these expenses will be agreed in advance of the transfer.

## **21. Adjustment of Expense Related Allowances**

Effective from 1<sup>st</sup> July each year, the meal allowance and the vehicle allowance must be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.

<b>Allowance</b>	<b>Applicable Consumer Price Index Figure</b>
Meal Allowance	Take away and fast foods sub-group.
Vehicle Allowance	ATO guidelines.

## **22. Payment of Salaries**

- 22.1 Salaries shall be paid monthly or at such regular intervals as may be agreed between the Employer and the Employee or majority of Employees concerned.
- 22.2 Salaries will be paid to a nominated financial institution by electronic funds transfer.

## **23. Superannuation**

### **23.1 Superannuation legislation**

23.1.1 Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation (Resolution of Complaints) Act 1993* (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund. If an employee does not choose a superannuation fund, any superannuation fund nominated in the award covering the employee applies.

23.1.2 The rights and obligations in these clauses supplement those in superannuation legislation.

### **23.2 Employer contributions**

23.2.1 The Employer will make such Superannuation contributions to a Superannuation fund for the benefit of an Employee as will avoid the Employer being required to pay the Superannuation Guarantee Charge (SCG) under the relevant Superannuation legislation with respect to that Employee ('the minimum contribution').

23.2.2 Notwithstanding its obligation to make the minimum contribution, the Employer will:

- (a) For Employees in Job Grade 1-10, make a contribution equivalent to twelve percent (12%) inclusive of the minimum contribution of the Employee's Base Salary when the Employee elects to direct the full the Employer contribution to the Employee's nominated superannuation fund ('Employer 12% Contribution').
- (b) Instead of receiving the full Employer 12% Contribution into their superannuation fund, an Employee in Job Grade 1-10 may elect in writing to receive an additional salary allowance that is the equivalent of the post-taxation difference between the Employer 12% Contribution and the

minimum contribution required, or a portion of this difference, instead of nominating the Employer to contribute the full Employer 12% Contribution to the Employee's nominated fund. Where such an election applies, the Employer will contribute an amount equal to at least the percentage of the minimum contribution required of the Employee's OTE to the Employee's nominated superannuation fund.

- (c) Where there is a legislated increase in the minimum contribution of the SCG, the Employer shall maintain its Employer 12% Contribution rate, and the increase to the minimum contribution shall be absorbed. Should the SGC minimum contribution rate exceed the Employer 12% Contribution rate, the Employer will meet the SGC minimum contribution rate.
- (d) Packaged Employees will have the minimum contribution deducted from their Total Fixed Remuneration rate which will be remitted to the Employee's eligible superannuation fund.
- (e) A Packaged Employee who is currently a member of a CSR Defined Benefit Scheme will have the SGC minimum, or an amount required under the Trust Deed, deducted from their package and remitted to their eligible superannuation fund. The Defined Benefit shall be determined using the Deemed Base Salary or any other amount defined under the Trust Deed.

### **23.3 Voluntary employee contributions**

23.3.1 Subject to the governing rules of the relevant superannuation fund, an Employee may, in writing authorise the Employer to pay on behalf of the Employee a specified amount from the post-taxation salary of the Employee into the same superannuation fund as the Employer makes the superannuation contributions provided for in clause 23.2.1.

23.3.2 An Employee may adjust the amount the Employee has authorised the Employer to pay from the salary of the Employee from the first of the month following the giving of three months' written notice to the Employer.

23.3.3 The Employer must pay the amount authorised under clauses 23.3.1 or 23.3.2 no later than 28 days after the end of the month in which the deduction authorised under clauses 23.3.1 or 23.3.2 was made.

### **23.4 Superannuation fund**

Unless, to comply with superannuation legislation, the Employer is required to make the superannuation contributions provided for in clause 23.2.1 to another superannuation fund

that is chosen by the Employee, the Employer must make the superannuation contributions provided for in clause 23.2.1 and pay the amount authorised under clauses 23.3.1 or 23.3.2 to one of the following superannuation funds or its successor:

- (a) 'Viridian Superannuation Plan, a sub-plan of the Plum Superannuation Fund' and Harwood Super, a sub-plan of Russell SuperSolution Master Trust;
- (b) any superannuation fund to which the Employer was making superannuation contributions for the benefit of its Employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector scheme;
- (c) a superannuation fund or scheme where the Employee is a Defined Benefit Member.

## **Part 5 Hours of Work and Related Matters**

### **24. Hours**

The ordinary hours of work will not exceed an average of 38 per week provided that:

- (a) The ordinary hours of an Employee shall not exceed the ordinary hours worked by the majority of Employees at that Employee's workplace.
- (b) in any arrangement where the ordinary working hours are to exceed 8 on any day, the arrangement shall be subject to agreement between the Employer and individual Employee or majority of Employees concerned.

### **25. Shift Work**

25.1 Employees working afternoon shift or night shift over a five day roster shall be paid the following shift allowances, calculated as a percentage of Base Salary for the appropriate job classification:

Afternoon shift	17%
Night shift – rotating	20%
Night shift – non-rotating	30%

25.2 An Employee working a non-continuous shift roster which requires work on Saturday will be paid at the rate of time and a half calculated at his/her Base Salary having been reduced to an hourly rate.

- 25.3 An Employee working a non-continuous shift roster which requires work on Sunday will be paid at the rate of double time calculated at his/her Base Salary having been reduced to an hourly rate.
- 25.4 The payments in clauses 25.2 and 25.3 are in lieu of the allowances provided for in clause 25.1.
- 25.5 For the purpose of this clause, Saturday and Sunday shifts are those shifts occurring between 12.00 midnight Friday and 11.00pm Sunday, or 8.00am Saturday and 7.00am Monday, according to local custom.
- 25.6 Employees working a seven-day continuous roster shall be paid an allowance in lieu of afternoon and night shift allowances, weekend penalty rates and payment for any rostered overtime shift included in the cycle. Provided that Employees working a seven-day continuous roster which operates over a 4 week, 38 hours per week roster cycle shall be paid a shift allowance of 40% of Base Salary for time worked.
- 25.7 Shift allowances prescribed by this clause will not be payable where the time worked attracts overtime payments in accordance with this Award, such as weekends and public holidays for example.

## **26. Overtime**

- 26.1 Employees may be expected to work reasonable hours in excess of ordinary working hours.
- 26.2 An Employee who is requested to work in excess of the hours prescribed in clauses 24 – Hours or 25 – Shift Work, shall be paid in accordance with this clause.
- 26.3 Payment for overtime shall only apply to an Employee whose position has been graded at Job Grade 8 or less in accordance with the job grading system used by the Employer.
- 26.4 Payment for approved overtime worked will be additional pay for specific hours worked, or alternatively and subject to agreement between the Employee and the Employer, payment may take the form of:
- (a) Equivalent ordinary time off in lieu.
  - (b) An allowance that realistically reflects the expected amount of overtime to be worked.
  - (c) An annual rate of salary set in recognition of the hours of work involved.

26.5 Except as provided for in clause 26.3 payment for specific hours worked outside ordinary working hours, shall be as follows calculated at the Employee's Base Salary having been reduced to an hourly rate:

Monday to Friday	Time and a half for the first 2 hours and double time thereafter.
Saturday	Time and a half for the first 2 hours and double time thereafter.
Sunday	Double time
If rostered on seven-day continuous shift work	Double time for all time worked in excess of ordinary working hours
Public holidays (clause 34)	Ordinary time plus time and a half (i.e., total double time and a half)

26.6 An Employee, after the completion of overtime shall be entitled to 10 consecutive hours off duty. If on the instruction of the Employer, an Employee resumes work without having 10 consecutive hours off duty, double time shall be paid for all time worked until the Employee has a 10 hour break. Eight hours shall be substituted for 10 for those Employees working a 24 shift work pattern.

26.7 Where overtime is not continuous with ordinary working hours, an Employee shall be paid for a minimum of 4 hour's work. This clause shall not apply where it is customary for the Employee to perform a specific job outside ordinary working hours.

26.8 Where an Employee working overtime commences or finishes work at a time when the Employee's normal means of transport is not available or practicable, the Employer shall provide or pay for transport home for the Employee.

## **Part 6 Leave and Public Holidays**

### **27. Annual Leave**

#### **27.1 Entitlement**

27.1.1 A full-time Employee is entitled to four weeks of paid annual leave during each year of service in accordance with the NES.

27.1.2 In addition to the leave prescribed above, Seven-day Continuous Shift Employees shall be allowed an additional week of annual leave per year of service. When an Employee is engaged for part of the year as a Seven-day Continuous Shift Employee, he or she shall be entitled to proportionate additional leave prescribed by this clause

at the rate of half a day for each month the Employee is continuously engaged as a seven-day shift worker.

27.1.3 A Part-time Employee is entitled to pro-rata portion of the full-time entitlement to annual leave based on his/her ordinary hours of work.

27.1.4 A Casual Employee is not entitled to paid annual leave.

27.1.5 When an Employee takes annual leave he/she shall be paid at the following rates:

- (a) Employees in Job Grade 1 – 10: Payment for annual leave shall be at the Employee's Base Salary applicable at the time the Employee takes the leave.
- (b) Packaged Employees: Payment for annual leave shall be at the Employee's Total Fixed Remuneration applicable at the time the Employee takes the leave.

27.1.6 An Employee's entitlement to annual leave accrues progressively during a year of service according to an Employee's ordinary hours of work and accumulates from year to year.

## **27.2 Taking Leave**

27.2.1 The taking of annual leave may only be deferred by agreement between the Employer and the Employee and the period of deferment shall not exceed 2 years from the date it accrued.

27.2.2 Where an Employee has an entitlement to annual leave that exceeds 6 weeks, the Employer may direct the Employee to take such leave.

27.2.3 Unless otherwise agreed, an Employee shall not be directed to take annual leave without having at least one month's prior notice.

27.2.4 If an Employee becomes ill or injured whilst on annual leave and produces satisfactory medical evidence of such illness or injury, the period of such illness may be counted as personal leave and not annual leave.

## **27.3 Shutdown**

27.3.1 The Employer may direct an Employee to take paid annual leave during all or part of a period where the Employer shuts down the business or part of the business where the Employee works.

27.3.2 Where an Employee does not have sufficient accrued annual leave for the period of the shut down, then the Employee is allowed paid leave for which they have accrued sufficient leave and given unpaid leave for the remainder of the shutdown.

#### **27.4 Leave on termination.**

Where an Employee leaves employment or his/her services are terminated by the Employer, payment shall be made for all accumulated leave not taken at the Employee's Base Salary:

- (a) Job Grades 1 – 10 At the Employee's Base Salary.
- (b) Job Grades 11 and above At the Employee's Total fixed Remuneration, less the Employer superannuation contributions.

#### **27.5 Cash out of annual leave**

27.5.1 An employee may request to have his/her annual leave cashed out. All requests must be in writing and should outline the nature of the request (e.g. financial hardship). Should the request be approved, the following conditions shall apply:

- (a) The Employee must retain an entitlement of at least 4 week's paid annual leave.
- (b) There is a separate agreement in writing on each occasion that leave is cashed out.
- (c) The Employee must be paid at least the full entitlement that would have been payable had the annual leave been taken.

27.5.2 The Employer must not exert undue influence or undue pressure and an Employee to agree to cash out an amount of annual leave.

#### **28. Annual Leave Loading**

28.1 An Employee in Job Grades 1 – 10 shall receive a loading of 25% on Base Salary for annual leave subject to a limit of \$1,852.00 in respect of the annual leave which accrued in the 12 months to 31<sup>st</sup> December each year. Unless otherwise agreed between the Employer and the Association, the payment will be made in December each year and be calculated on the Base Salary then applying. The annual leave loading limit will be increased in line with the average Base Salary increase approved in the Annual Salary Review.

- 28.2 Except that Seven-day Continuous Shift Workers, in place of the annual leave loading prescribed in the previous Clause 28.1, shall be paid for their annual leave at the average rate paid as if working, including the shift provisions prescribed in clause 25 – Shift Work.
- 28.3 Where an Employee’s employment is terminated for any reason between July and December, the loading applying to the 12 months ended the previous 30<sup>th</sup> June, shall be calculated and paid at the time of termination.
- 28.4 The loading prescribed in this clause shall apply to proportionate leave on termination where the Employee has had at least one month’s service and shall be calculated and paid at the time of termination. The limit of \$1,852.00 in respect of the loading accruing for a full twelve months shall apply pro-rata to such proportionate leave.
- 28.5 Entitlement to annual leave and annual leave loading shall not accrue during any period when an Employee applies for and the Employer grants, leave without pay.
- 28.6 The provisions of this clause 28 – Annual Leave Loading shall not apply to Packaged Employees as annual leave loading is included in the Total Fixed Remuneration rate.

## **29. Personal Leave**

A full-time Employee is entitled to 10 days of paid personal leave for each year of continuous service in accordance with the NES. A Part-time Employee is entitled to a pro-rata portion of the full-time entitlement of paid personal leave based on his/her ordinary hours of work.

- 29.1 A Casual Employee is not entitled to paid personal leave.
- 29.2 Personal leave includes paid sick leave, paid carer’s leave and unpaid carer’s leave.
- 29.3 A full-time or Part-time Employee is entitled to paid personal leave where:
- (a) The Employee is unfit for work due to suffering from an illness or injury;
  - (b) an immediate family member of the Employee, or a member of the Employee’s household, requires care or support because of personal illness or injury or an unexpected emergency affecting the member.
- 29.4 Personal leave is payable at the Employee’s Base Salary for the Employee’s ordinary hours of work during the period. Personal leave is paid at the Employee’s Base

Salary for Job Grades 1 – 10 and for Job Grades 11 and above, at Total Fixed Remuneration.

- 29.5 An Employee's entitlement to paid personal leave accrues progressively during a year of continuous service according to the Employee's ordinary hours of work, and accumulates from year to year.
- 29.6 Where an Employee is absent on personal leave, the Employee shall, wherever practicable, prior to the commencement of his/her rostered start time, notify the Employer of his/her inability to attend for duty.
- (a) Where it is not practicable for the Employee to provide prior notice, the Employee must notify the Employer as soon as is reasonably practicable.
- (b) Notice by the Employee must include:
- (i) The nature of the illness (if known) or injury and/or the requirement to take personal leave; and
- (ii) if carer's leave, the name of the person requiring care or support and the relationship to the Employee;
- (iii) how long the Employee expects to be away from work.
- 29.7 Documentary evidence for both paid and unpaid personal leave is required after the first single day of absence in any 12 month period in relation to a period of sick leave or carer's leave taken (or to be taken).
- 29.8 For sick leave, the Employee must provide the Employer with reasonable evidence such as a medical certificate, confirming that he/she was, is or will be unable to attend work due to the Employee being unfit for work because of personal illness or injury.
- 29.9 For carer's leave, the Employee must provide the Employer with reasonable evidence such as a medical certificate, confirming that an immediate family member of the Employee's household had, has or will have a personal illness or injury during the period and that the Employee is the carer; or if the care or support is due to an unexpected emergency affecting the immediate family member, or member of the Employee's household – a statutory declaration will be required.
- 29.10 An Employee will not be entitled to paid personal leave for any period in respect of which he/she is receiving workers' compensation, subject to section 130 of the Act.

### **30. Entitlement to Unpaid Carer's Leave**

30.1 Subject to the evidentiary and notice requirements in clauses 29.6, 29.7 and 29.9 an Employee (including a Casual Employee) is entitled to up to 2 days of unpaid carer's leave for each occasion where:

- (a) A member of the Employee's immediate family requires care or support due to an illness, injury or unexpected emergency; and
- (b) the Employee (other than a Casual Employee) has exhausted all paid personal leave entitlements.

30.2 Where an Employee does not satisfy the notification and evidence requirements of this clause, the Employee's personal leave application will not be approved and the leave will be unauthorised and unpaid.

### **31. Compassionate Leave**

An Employee is entitled to compassionate leave in accordance with the NES.

31.1 An Employee is entitled to a period of two day's compassionate leave for each occasion where an immediate family member or a member of the Employee's household:

- (a) Contracts or develops a personal illness that poses a serious threat to his/her life; or
- (b) sustains a personal injury that poses a serious threat to his/her life; or
- (c) dies.

31.2 Where an Employee, other than a Casual Employee, takes a period of compassionate leave, the Employer must pay the Employee, for the Employee's ordinary hours of work during the period, at the Employee's Base Salary for Job Grades 1 – 10 and the Total Fixed Remuneration for Job Grades 11 and above.

31.3 Payment for the period of absence will be subject to the Employee providing to the satisfaction of the Employer, sufficient proof of death, serious illness or serious injury.

31.4 An Employee may take additional unpaid bereavement leave by agreement with the Employer.

### **32. Community Service Leave**

An Employee is entitled to community service leave in accordance with the NES to attend:

32.1 Jury service; or

32.2 a voluntary emergency management activity with a recognised emergency management body to deal with an emergency or natural disaster.

### **33. Jury Service**

33.1 A Full-time or Part-time Employee attending jury service during his/her ordinary hours shall be reimbursed by the Employer an amount equal to the difference between the amount paid in respect of his/her attendance for such jury service and the amount he/she would have received in respect of Base Salary for Job Grades 1 – 10 and Total Fixed Remuneration for Job Grades 11 and above had the Employee not attended for jury service.

33.2 Where an Employee is required to attend for jury service, the Employee shall:

- (a) Notify the Employer as soon as practicable of the date upon which the Employee is required to attend; and
  - (i) provide proof of attendance;
  - (ii) provide the duration of such attendance;
  - (iii) provide proof of the amounts received in respect of such jury service; or
- (b) Return to work should the Employee be released from jury service within his/her ordinary hours of work.

### **34. Parental Leave**

Employees are entitled to parental leave in accordance with the NES.

### **35. Public Holidays**

- 35.1 An Employee is entitled to be absent from his/her employment on a day or part-day that is a public holiday in the place where the Employee is based for work purposes.
- 35.2 Where an Employee is absent on a day or part-day which is a public holiday, the Employer will pay the Employee at the Employee's Base Salary for Job Grades 1 – 10 and Total Fixed Remuneration for Job Grades 11 and above for the Employee's ordinary hours of work on the day or part-day.
- 35.3 The Employer may request the Employee to work on a public holiday if the request is reasonable.
- 35.4 The following are the public holidays:
- (a) 1<sup>st</sup> January (New Year's Day);
  - (b) 26<sup>th</sup> January (Australia Day);
  - (c) Good Friday;
  - (d) Easter Saturday;
  - (e) Easter Monday;
  - (f) 25<sup>th</sup> April (Anzac day);
  - (g) The Queen's Birthday (on the day that it is celebrated in a State or Territory or a region of a State or Territory);
  - (h) Labour Day;
  - (i) Melbourne Cup Day (Melbourne only);
  - (j) State Foundation Day (Western Australia);
  - (k) Adelaide Cup Day (South Australia);
  - (l) 25<sup>th</sup> December (Christmas Day);
  - (m) 26<sup>th</sup> December (Boxing Day);
  - (n) Any other day or part-day declared or prescribed by or under a law of a State or Territory to be observed generally within the State or Territory, or a region of the State or territory, as a Public Holiday, other than a day or part-day, or a

kind of day or part day, that is excluded by the regulations from counting as a Public Holiday.

*Note:* The Employer may observe any other day to be treated as a Public Holiday in any particular State or Region.

- 35.5 For Employees in Job Grade 8 and below, all time worked at the direction of the Employer on any of the above holidays shall be paid at the rate of double time and a half, calculated on his/her Base Salary having been reduced to an hourly rate with a minimum payment of 4 hours. The Employer may in lieu of payment for work performed on public holidays, grant time off not less than the equivalent of the time worked, provided that such time off shall be granted at a time suitable to both the Employee and the Employer.
- 35.6 There will be no entitlement to payment for public holidays occurring any period when an Employee applies for and the Employer grants leave without pay.
- 35.7 Where an Employee is not required to work on a public holiday and the Employee fails to work either the day before or the day after such public holiday (where the Employee was rostered to work such day), the Employee must provide the Employer with a medical certificate for the days so absent or other reasonable evidence to verify that the Employee was unfit for work.