

# Pay Rates and Entitlements



**Caris Consulting**

*State and federal systems provide similar entitlements (but not the same). State-based entitlements will vary. Seek advice to confirm you are applying the correct pay rates and entitlements.*

<b>Federal System</b>	National Employment Standards (NES) and Fair Work Act.
	Wage rates reviewed annually (in July) by the FWC.

## Pay Rates and Entitlements Under the National Employment Standards

<b>Maximum Weekly Hours</b>	38 hours per week (for a full-time employee) plus reasonable additional hours.
<b>Annual Leave</b>	4 weeks paid annual leave per year of service.
<b>Community Services Leave</b>	Employee entitled to unpaid leave for the purposes of engagement in voluntary emergency management activity. Employee entitled to pay for 10 days of leave for jury duty.
<b>Long Service Leave</b>	Depends on length of continuous service. Entitlements derived from legislation.
<b>Public Holidays</b>	One paid day off on a public holiday for permanent employees if they ordinarily would have worked on that day, except where reasonably requested to work, in which case a higher pay rate may apply.
<b>Family and Domestic Violence Leave</b>	10 days paid family domestic violence leave (also applies to casuals).

<b>Fair Work Information Statements</b>	Must be provided to all new employees including full time, part time, casuals, and employees engaged under a fixed-term contract.
<b>Request for Flexible Working Arrangements</b>	Entitled employees may request and be granted a change in their working arrangements because of their circumstances.
<b>Parental Leave</b>	After completing 12 months continuous service. Full time and part time staff are entitled to 12 months unpaid parental leave with the option to extend for a further 12 months. Also applies to adoption leave.
<b>Personal/Carer's Leave and Compassionate Leave</b>	10 days per year (pro rata for part time employees) 2 days paid compassionate leave for full time/part time employees. Casual employees are entitled to unpaid compassionate leave.
<b>Notice of Termination and Redundancy</b>	Up to 5 weeks' notice of termination and up to 16 weeks redundancy pay based on length of service.
<b>Casual Conversion</b>	The right for casual employees to become permanent employees in certain circumstances.

*Determining whether a modern award applies to your staff is based on your industry and the occupation of the particular staff member within your organisation.*

## Need help with your next steps?

### Contact Caris Consulting...

If you have identified one or more areas that requires further review and improvement... this is perfectly normal and there is no time like the present to address these questions.

Your dedicated team at Caris Consulting are here to help you with the specific areas that you have identified. We commit to partnering with you to offer clear, simple, practical (and necessary) steps needed to mitigate your risks. We look forward to partnering with you on HR/IR/ER needs so that you can devote your attention towards your core business.

