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**TASMANIAN INDUSTRIAL COMMISSION**

Industrial Relations Act 1984  
s.23 application for award or variation of award

**Tasmanian Trades and Labor Council**  
(T.3077 of 1991)

**LAUNDRY AND DRY CLEANING AWARD**

Award variation - insertion of "Parental Leave" clause in lieu of "Maternity Leave" clause

**ORDER – No. 4 of 1992**  
**(Consolidated)**

AMEND THE **LAUNDRY AND DRY CLEANING AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING:

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## **1. TITLE**

This award shall be known as the "Laundry and Dry Cleaning Award".

## **2. SCOPE**

This award is established in respect of the industry of laundering and dry cleaning.

## **3. ARRANGEMENT**

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#### **4. DATE OF OPERATION**

This award shall come into operation on and from 1 January 1993.

#### **5. SUPERSESSON AND SAVINGS**

This award incorporates and supersedes No. 4 of 1991 (Consolidated), No. 5 of 1991, No. 6 of 1991, No. 1 of 1992, No. 2 of 1992 and No. 3 of 1992.

**PROVIDED** that no right, obligation or liability incurred or accrued under any of the abovementioned provisions shall be affected by the replacement and supersession.

#### **6. PARTIES AND PERSONS BOUND**

Unless otherwise specified, this award shall have application to and be binding upon:

- (a) all employers (whether members of a Registered Organisation or not) who are engaged in the industry specified in Clause 2 - Scope;
- (b) all employees (whether members of a Registered Organisation or not) for whom classifications appear in this award and who are employed in the industry specified in Clause 2 - Scope;
- (c) the following organisations of employees in respect of whom award interest has been determined:
  - (i) The Australian Liquor, Hospitality and Miscellaneous Workers Union - Tasmanian Branch and the officers of that organisation and their members who are employed in the industry specified in Clause 2 - Scope;
  - (ii) The Federated Engine Drivers' and Firemen's Association of Australasia, Tasmanian Branch and the officers of that organisation and their members who are employed in the industry specified in Clause 2 - Scope;

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- (iii) the Transport Workers' Union of Australia, Tasmanian Branch and the officers of that organisation and their members who are employed in the industry specified in Clause 2 - Scope;
- (d) the following organisation of employers in respect of whom award interest has been determined:

the Tasmanian Confederation of Industries.

## **7. DEFINITIONS**

**'Casual employee'** is one who is employed on a casual basis for a period not exceeding 5 days at any time, and shall not include an employee as defined in subclause (b) hereof.

**PROVIDED** that where a casual employee is required to relieve another employee who is either on annual leave or long service leave, the period of 5 days may be exceeded.

**'Grade I employee'** means an employee in the first 6 months of employment with no previous experience in the industry.

MUST POSSESS THE FOLLOWING SKILLS AND ABILITIES:

1. Be responsible for their own work subject to detailed instructions.
2. Work under routine supervision.
3. Carry out duties in a safe, responsible and efficient manner.
4. Possess basic communication and interpersonal skills.
5. Must be able to perform basic tasks as a result of skill that should have been gained from basic education or gained in the course of everyday living or readily learn such basic tasks including, but not limited to, the following:
  - (a) be able to identify and classify items of linen/garments and associated simple tasks;
  - (b) be able to load and unload drying machines;
  - (c) be capable of basic keyboard operations and record keeping;
  - (d) hand and group clean garments and check for stains;
  - (e) be able to perform basic and incidental housekeeping duties.

AND WILL BE TRAINED in one of the following brackets:

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**BRACKET 1:**

Perform all ironing machine functions either manually or with the aid of semiautomatic or automatic feeding, folding and preparing equipment.

Perform all manual or machine folding/hanging operations on linen/garments.

Operation of a tunnel finisher.

Use a Heatseal or Heat Marking Machine or mark linen with any other type of machine or manually.

**BRACKET 2:**

Operation of any washing, drying and extracting equipment. Operation of towel unwinding equipment.

**BRACKET 3:**

Operation of any textile pressing machine.

**BRACKET 4:**

Manual or machine repairing or garments or linen.

**PROVIDED** that an employee with experience in the bracket he/she was employed for will advance to Grade 2 within 6 months upon demonstrating that he/she has attained and can perform at the desired level of efficiency in that bracket.

**'Grade 2 employee'** means an employee who has completed the required period at classification Grade 1 and who can competently perform the tasks required of them in the appropriate bracket as well as meeting the general requirements of the Grade 1 classification, even though they may not have completed training in all the tasks in their bracket.

Notwithstanding, in such case, the employee will be required to qualify in the tasks missed whilst in Grade 1.

IN ADDITION:

Must be able to operate with a minimum of supervision.

Must recognise and report obvious faults in the equipment they use.

Must be responsible for the maintenance of the quality and quantity of their own output.

OR

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A repairer who must at the point of entry be competent to repair linen and garments either manually or by machine or a combination of both and must meet the general requirements of a Grade 1 employee.

Tasks performed by a repairer at this level would include but not be limited to the following:

- patching
- stud and button replacement
- hemming
- darning
- seaming

OR

In addition to meeting the general requirements of a Grade 1 employee competently performs tasks within or indicative of the following:

Receiving and despatching and/or assembling of orders and packaging.

Assisting with basic record keeping.

Examining to ensure customers requirements are met and inspections.

Manual operation of finishing equipment.

Wet cleaning, spotting and pre-spotting.

Dry cleaning machine operator.

**'Grade 3 employee'** means:

1. Any employee who meets the requirements of a classification Grade 2.

AND IN ADDITION

2. Can efficiently carry out two Grade 1 Brackets and has been designated as a stand-by worker in those Brackets.

OR

3. Operates washing and ancillary equipment and is responsible for work flow and control of all washing supplies for such equipment and can carry out these tasks with minimal supervision.

OR

4. Holds a Boiler Ticket and is ready and willing to use that ticket in the performance of his/her duties.

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OR

5. A repairer who is competent to perform all facets of repair functions and either performs work at this level or is designated as a stand-by worker.

Tasks performed by a repairer at this level would include but not be limited to the following:

- zip replacement
- pocket replacement
- alterations
- making of monograms

AND/OR

6. Maintains necessary records and performs related tasks.

Mechanical distribution or collection.

Capable of training others engaged in lower Grades.

**'Grade 4 employee'** means an employee who holds a Boiler Ticket and is ready and available to use that ticket and meets the requirements of 1 and any of 2, 3, 5 and/or 6 of the requirements for Grade 3.

OR

Any Grade 2 or 3 employee who is appointed for the purpose of directing and controlling a section of the production operation.

**'Part-time employee'** is one engaged to regularly work for less hours per day or week than those prescribed for full-time employees.

**'Show day'** means not more than one local show day observed on an employee's ordinary working day, other than a Saturday or a Sunday, in the city, town or district in which the employee is employed; or such other day which, in the absence of such a local show day, is agreed on by the employee and the employer, therefore making a total of 11 paid public holidays per year.

**'Union'** means the Australian Liquor, Hospitality and Miscellaneous Workers Union - Tasmanian Branch.

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## **8. WAGE RATES**

### **DIVISION A - LAUNDRY & DRY CLEANING EMPLOYEES**

#### **1. WAGE RATES**

Adult employees of a classification hereinafter mentioned shall be paid the weekly wage rates assigned to that classification.

	Base Rate \$	Supplementary Payment \$	Weekly Rate \$
Grade 1	333.80	0.00	333.80
Grade 2	339.60	11.20	350.80
Grade 3	339.60	30.00	369.60
Grade 4	364.00	24.20	388.20

#### **Leading Hands**

- (a) If in charge of not less than 3 and not more than 10 employees \$15.90 per week extra.
- (b) If in charge of more than 10 and not more than 20 employees \$23.60 per week extra.
- (c) If in charge of more than 20 employees - \$30.30 per week extra.

### **DIVISION B - LAUNDRY & DRY CLEANING EMPLOYEES - JUNIORS**

- (a) The minimum weekly wage rates that shall be paid to juniors shall be the undermentioned percentages of the weekly wage rate prescribed in Division A, for the classification Laundry and Dry Cleaning Employee Grade II:

	Percentage of Classification for Grade II
Under 17 years of age	50
17 years and under 18 years	65
18 years and under 19 years	75
19 years and under 20 years	90
20 years of age	100



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(b) The percentage of wages herein set out shall be calculated in multiples of 10 cents, amounts less than 5 cents being taken to the lower multiple and amounts of 5 cents or more being taken to the higher multiple.

(c) Juniors Employed in a Receiving Depot

Notwithstanding anything hereinbefore contained, any junior working on his/her own and responsible for cash transactions and/or in charge of a depot shall be paid not less than the weekly wage rate prescribed for 19 years and under 20 years plus an amount per week of \$9.20.

### **DIVISION C - CARTS AND DRIVERS**

Adult employees of a classification hereunder shall be paid the wage rate opposite that classification:

	Amount per Week \$
(a) Employee driving motor vehicle having maker's capacity of -	
1.2 tonnes or less	355.20
over 1.2 tonnes but under 3 tonnes	359.20
over 3 tonnes but under 6 tonnes	364.00
(b) An additional amount for an employee driver collecting money per week:	
For any amount handled up to \$20	0.60
Over \$20 but not exceeding \$200	1.10
Over \$200 but not exceeding \$600	2.20
Over \$600 but not exceeding \$1000	3.20
Over \$1000	4.20

(c) Juniors

The minimum rate of wages which may be paid to junior drivers shall be the undermentioned percentages of the appropriate adult rate:

	%
18 years of age and under 19 years	70
19 years of age and under 20 years	80
20 years of age and thereafter	Adult Rate

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## **DIVISION E - SUPPLEMENTARY PAYMENTS**

The amount shown as a supplementary payment for a classification rate shall be fully absorbed into any overaward payments provided that at all times the total amount listed for that classification shall be the minimum weekly amount payable.

### **9. ANNUAL LEAVE**

(a) Period of Leave

A period of 28 consecutive days' leave shall be allowed annually to an employee after 12 months' continuous service (less the period of annual leave).

(b) Annual Leave Exclusive of Public Holidays

(i) Subject to this subclause, the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by Clause 17 - Holidays with Pay of this award, and if any such holiday falls within an employee's period of annual leave and is observed on a day which, in the case of that employee, would have been an ordinary working day, there shall be added to the period of annual leave, time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

(ii) Where an employee without reasonable excuse, proof whereof shall lie upon him, is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave, or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave, the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave. In the event of a dispute as to a 'reasonable excuse' the matter shall be determined by the Tasmanian Industrial Commission.

(c) Broken Leave

Annual leave shall be given and taken in a continuous period, or if the employee and employer so agree, in any combination of periods, provided one period shall be not less than 14 consecutive days, i.e. ten working days.

(d) Calculation of Continuous Service

For the purpose of this clause, service shall be deemed to be continuous notwithstanding:

(i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;

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- (ii) any absence from work on account of personal sickness or accident or on account of leave granted by the employer; or
- (iii) any absence with reasonable cause, proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause, the employee to become entitled to the benefit of this subclause shall inform the employer, in writing if practicable, within 48 hours of the commencement of such absence of his inability to attend for duty and as far as practicable state the nature of the illness, injury, or cause, and the estimated duration of his absence.

Any absence from work by reason of any cause not being a cause specified in this subclause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer, during the absence or within 14 days of the termination of the absence, notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism, such notice shall be given in writing to the employee concerned but in cases of concerted or collective absenteeism, notice may be given to employees by the posting up of a notification in the factory in the manner in which general notifications to employees are usually made in that factory and by posting to each union whose members have participated in such concerted or collective absenteeism a copy thereof not later than the day it is posted up in the factory.

A notice to an individual employee may be given by delivering it to him personally or by posting it by registered or certified mail to his last recorded address, in which case it will be deemed to have reached him in due course of post.

In calculating the period of 12 months' continuous service, any such absence as aforesaid shall not, except to the extent of not more than 91 days in a 12 monthly period in the case of sickness or accident, be taken into account in calculating the period of 12 months' continuous service.

(e) Payment in Lieu Prohibited

Except as provided in subclause (i) of this clause, payment shall not be made or accepted in lieu of annual leave.

(f) Time of Taking Leave

- (i) Annual leave shall be taken at a time mutually agreed on by the employer and the employee. In the absence of such agreement, it shall be taken within 6 months of the date it became due, at a time fixed by the employer, and after at least one month's notice to the employee.
- (ii) No entitlement shall be permitted to accrue beyond 12 months after becoming due.

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(g) Leave Allowed Before Due Date

- (i) An employer may allow annual leave to an employee before the right thereto has accrued due, but where it is taken in such a case a further period of annual leave shall not commence to accrue until after expiration of the 12 months in respect of which annual leave has been taken before it accrued.
- (ii) Where leave has been granted to an employee pursuant to this subclause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the 12 months continuous service in respect of which the leave was granted, the employer may deduct from whatever remuneration is payable upon the termination of the employment any excess amount already paid to the employee on account of continuous service not given to the employer.

(h) Payment for Period of Leave

Each employee before going on leave shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant period, plus a loading equal to 17.5 per cent on all annual leave, provided that such annual leave loading shall not be paid on termination of employment.

(i) Proportionate Leave on Termination of Service

Should an employee not complete 12 months' service in any qualifying 12 monthly period, he or she shall on termination of employment, provided he or she has been employed continuously for one month or more, be entitled to be paid at his or her ordinary rate of wages on a pro rata basis for each completed month of continuous service, as follows:

12 2/3 hours for each completed month of continuous service.

## **10. BLOOD DONORS**

A weekly employee who is absent during ordinary working hours for the purpose of donating blood shall not suffer any deduction of pay up to a maximum of 2 hours on each occasion, and subject to a maximum of 4 separate absences for the purposes of donating blood each calendar year.

**PROVIDED** that such employee shall arrange for his absence to be on a day suitable to the employer and be as close as possible to the beginning or ending of his ordinary working hours. Proof of the attendance of the employee at a recognised place for the purpose of donating blood and the duration of such attendance shall first be furnished to the satisfaction of the employer.

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Further, the employee shall notify his employer as soon as possible of the time and date upon which he is requested by the blood bank to be absent for the purpose of donating blood.

## **11. CASUAL EMPLOYEES**

A casual employee shall be paid per hour pro rata the rate of one-thirty- eighth the rates prescribed in Clause 8 - Wage Rates, plus 20 per cent.

## **12. COMPASSIONATE LEAVE**

An employee shall on the death of a wife, husband, father, mother, child, stepchild, brother, sister, mother-in-law, father-in-law, stepmother, stepfather, grandfather, grandmother, be entitled upon application being made to and approved by the employer, to leave up to and including the day of the funeral of such relative and such leave will be without deduction of pay not exceeding the number of ordinary hours worked by the employee in 3 ordinary days, provided that no payment shall be made in respect of an employee's rostered days off.

Proof of such death, in the form of a death notice or other written evidence, shall be furnished by the employee to the satisfaction of the employer, provided furthermore that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement to leave.

For the purpose of this clause the words "wife" and "husband" shall not include a wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

## **13. CONSULTATIVE PROCEDURES**

- (a) The parties to this award are committed to co-operating positively to increase the efficiency, productivity and competitiveness of the industries and those establishments covered by Clause 2 - Scope, and to enhance the career opportunities and job security of employees in these industries and establishments.
- (b) At each enterprise or establishment, the employer, the employees and the relevant union or unions, shall establish a consultative mechanism and procedures appropriate to the size, structure and needs of that enterprise or establishment. Measures raised by the employer, employees or union or unions for consideration consistent with the objectives of subclause (a) herein shall be processed through that consultative mechanism and procedures.

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#### **14. CONTRACT OF EMPLOYMENT**

- (a) Casual employees shall be engaged by the hour and employment may be terminated by the giving of one hour's notice by either party or by the payment or forfeiture of one hour's pay as the case may be.
- (b) All other employees shall be engaged by the week and employment may be terminated only by the giving of one week's notice by either party, or by the payment or forfeiture of one week's wages as the case may be.

**PROVIDED** that during the first two weeks of employment the employment may be terminated by the giving of one hour's notice by either party or by the payment or forfeiture of one hour's pay as the case may be.

- (c) Nothing in this clause shall limit the right of the employer to instantly dismiss an employee for wilful misconduct or gross neglect of duty, provided that such misconduct or neglect warrants instant dismissal, in which case wages shall be paid up to the time of dismissal only.
- (d)
  - (i) An employer may direct an employee to carry out such duties as are within the limit of the employee's skill, competence and training consistent with the classification structure of this award provided that such duties are not designed to promote de-skilling.
  - (ii) An employer may direct an employee to carry out such duties and use tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.
  - (iii) Any direction issued by an employer pursuant to paragraphs (i) and (ii) shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.

#### **15. ENTERPRISE FLEXIBILITY**

- (a) Notwithstanding anything contained in this award, but subject to the provisions of this clause, an agreement may be negotiated between the parties.
- (b) An agreement shall be subject to the following requirements:
  - (i) The majority of employees affected by the change must genuinely agree to the change.
  - (ii) The agreement taken as a whole shall not confer a lesser benefit to any employee than is available under the award.
  - (iii) The relevant union or unions shall be advised by the employer of his or her intention to commence discussions with employees on an agreement under this clause.

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- (iv) The relevant union or unions must be a party to the agreement.
- (c) Any enterprise agreement shall be signed by the parties, being the employer and the union or unions, and contain the following:
  - (i) The term of the agreement.
  - (ii) The parties covered by the agreement.
  - (iii) The classes of employees covered by the agreement.
  - (iv) The means by which a party may retire from the agreement.
  - (v) the means by which the agreement may be varied.
  - (vi) Where appropriate, the means by which any dispute arising in respect to the agreement may be resolved.
- (d) An agreement shall be referred to the Tasmanian Industrial Commission.

## **16. EXISTING WAGE RATES**

Nothing in this award shall be taken as entitling an employer to reduce the wages of any employee at present in receipt of a wage rate in excess of that herein prescribed.

## **17. HOLIDAYS WITH PAY**

- (a) All employees shall be allowed the following days as paid holidays:

New Year's Day, Australia Day, Hobart Regatta Day (south of Oatlands), Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), Recreation Day (where Hobart Regatta Day is not observed), Christmas Day and Boxing Day.
- (b) Payment for the holidays mentioned in subclause (a) above which are taken and not worked, shall be at the normal rate of pay which would have applied to the employee concerned, when, if it were not for such holiday, he had been at work.
- (c) Payment to an employee for work performed on holidays mentioned in subclause (a) above shall be at the rates prescribed elsewhere in this award.
- (d) Subject to agreement being reached between the employer and the employee/s concerned, any of the holidays mentioned in subclause (a) hereof may be worked at ordinary time and another working day substituted for the holiday concerned.

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- (e) Subject to agreement being reached between the employer and the employee/s concerned, time off may be allowed in lieu of payment of penalties. The amount of time off shall be calculated on the basis of the appropriate penalty rate.

## **18. HOURS**

- (a) The ordinary hours of work shall be a maximum of 38 per week to be worked in not more than 8 hours in any one day Monday to Friday inclusive. Subject to Clause 28 - Shift Workers, the spread of such ordinary hours shall extend from 6.30am to 6.00pm.
- (b) A meal interval of not less than 30 minutes or more than one hour shall be allowed within five hours of the commencement of the shift.
- (c) Except as provided in subclause (f), (g) and (h) of this clause the method of implementation of the 38 hour week may be agreed to be any of the following:
  - (i) by employees working less than 8 ordinary hours each day; or
  - (ii) by employees working less than 8 ordinary hours on one or more days each week; or
  - (iii) by fixing one week day on which all employees will be off during a particular work cycle; or
  - (iv) by rostering employees off on various days of the week during a particular work cycle so that each employee has one week day off during that cycle.
- (d) On each site, an assessment should be made as to which method of implementation best suits the business and the proposal shall be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.
- (e) The employer and the majority of employees in the plant, business, section or sections concerned, may agree that the ordinary working hours are to exceed 8 hours on any day within the spread of ordinary hours as prescribed by this clause, thus enabling a week day off to be taken more frequently than would otherwise apply.
- (f) Circumstances may arise where different methods of implementation of a 38-hour week apply to various groups or sections of employees in the plant or establishment concerned.
- (g) Agreements reached on the method of implementation of the 38-hour working week shall be recorded in writing and shall be signed by the employer and the employees concerned. The agreement document shall be kept as part of the employment records and available for inspection in accordance with the provisions of the Industrial Relations Act 1984.



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(h) In the absence of agreement on the implementation of the 38-hour week the procedure in Clause 27 - Settlement of Disputes shall apply.

(i) Substitute Days

(i) An employer, with the agreement of the majority of employees concerned, may substitute a day an employee is to take off in accordance with subclause (c)(iii) and (iv) of this clause, for another day in the case of a breakdown in machinery or a failure or shortage of electric power or to meet the requirements of the business in the event of rush orders or some other emergency situation.

(ii) Any individual employee, with the agreement of his employer, may substitute the day the employee is to take off for another day.

(j) Accumulation of Rostered Days Off

Where an employer and employees agree rostered days off may accumulate to a maximum of 7 days which shall be taken at a mutually agreed time.

(k) Sickness on Day Off

Where an employee is sick or injured on the week day he is to take off in accordance with subclause (c)(iii) or (iv) of this clause, the employee shall not be entitled to sick pay nor will the sick pay entitlement be reduced as a result of the employee's sickness or injury that day.

(l) Averaging of Payment

Where the method of implementation adopted is in accordance with subclause (c)(iii) or (iv) of this clause, the wages paid each week for ordinary hours shall be paid so that in each week when 40 hours is worked 2 hours pay shall be kept in hand and paid to the employee in the pay week that the rostered day off occurs to enable an averaging of payments for ordinary time to occur.

(m) Work on RDO

Where an employee works on a day off arising under subclause (c) (iii) or (iv) of this clause not being a day the subject of agreement pursuant to subclause (l) of this clause, that day shall be deemed to be overtime and paid in accordance with Clause 20 - Overtime.

## **19. MINIMUM ENGAGEMENT FOR PART-TIME AND CASUAL EMPLOYEES**

Part-time or casual employees shall be engaged for a minimum of 3 hours per day. Provided that where agreed in writing between the Union, the employer and the employee a lesser minimum engagement may occur.

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## **20. OVERTIME**

- (a) For all time worked in excess of the hours prescribed in Clause 18 - Hours of this award, payment shall be made at the rate of time and a half for the first 2 hours and double time thereafter.
- (b) Where overtime exceeds two hours on any day, employees shall be paid a meal allowance of \$4.90 in addition to the overtime rate prescribed.
- (c) The method by which the hourly rate shall be calculated for the purpose of this clause shall be by division of the weekly rate of pay for the employee concerned by 38.
- (d) Subject to agreement being reached between the employee and the employer, time off may be allowed in lieu of payment for overtime worked. The amount of time off shall be calculated on the basis of the appropriate overtime rate.

## **21. PARENTAL LEAVE**

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

### **PART A - MATERNITY LEAVE**

- (a) Nature of Leave

Maternity leave is unpaid leave.

- (b) Definitions

For the purpose of this part:

**'Employee'** includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

**'Paternity leave'** means leave of the type provided for in Part B - Paternity Leave.

**'Child'** means a child of the employee under the age of one year.

**'Spouse'** includes a de facto or a former spouse.

**'Continuous service'** means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;

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- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

(c) Eligibility for Maternity Leave

- (i) An employee who becomes pregnant, upon production to her employer of the certificate required by subclause (d) hereof, shall be entitled to a period of up to 52 weeks maternity leave provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of paternity leave taken by the employee's spouse in relation to the same child and apart from paternity leave of up to one week at the time of confinement shall not be taken concurrently with paternity leave.
- (ii) Subject to subclauses (f) and (i) hereof the period of maternity leave shall be unbroken and shall, immediately following confinement, include a period of six weeks compulsory leave.
- (iii) The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which she proceeds upon such leave.

(d) Certificate

At the time specified in subclause (e) hereof the employee must produce to her employer:

- (i) a certificate from a registered medical practitioner stating that she is pregnant and the expected date of confinement;
- (ii) a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

(e) Notice Requirements

- (i) An employee shall, not less than ten weeks prior to the presumed date of confinement, produce to her employer the certificate referred to in paragraph (d)(i).
- (ii) An employee shall give not less than four weeks notice in writing to her employer of the date upon which she proposes to commence maternity leave stating the period of leave to be taken and shall, at the same time, produce to her employer the statutory declaration referred to in paragraph (d)(ii).
- (iii) An employer by not less than 14 days notice in writing to the employee may require her to commence maternity leave at any time within the six weeks immediately prior to her presumed date of confinement.

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(iv) An employee shall not be in breach of this clause as a consequence of failure to give the stipulated period of notice in accordance with paragraph (ii) hereof if such failure is occasioned by the confinement occurring earlier than the presumed date.

(f) Transfer to a safe job

Where in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

If the transfer to a safe job is not practicable, the employee may, or the employer may require the employee to, take leave for such period as is certified necessary by a registered medical practitioner. Such leave shall be treated as maternity leave for the purposes of subclauses (j), (k), (l) and (m) hereof.

(g) Variation of Period of Maternity Leave

(i) Provided the maximum period of maternity leave does not exceed the period to which the employee is entitled under subclause (c) hereof:

(1) the period of maternity leave may be lengthened once only by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened;

(2) The period may be further lengthened by agreement between the employer and the employee.

(ii) The period of maternity leave may, with the consent of the employer, be shortened by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be shortened.

(h) Cancellation of Maternity Leave

(i) Maternity leave, applied for but not commenced, shall be cancelled when the pregnancy of an employee terminates other than by the birth of a living child.

(ii) Where the pregnancy of an employee then on maternity leave terminates other than by the birth of a living child, it shall be the right of the employee to resume work at a time nominated by the employer which shall not exceed four weeks from the date of notice in writing by the employee to the employer that she desires to resume work.

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(i) Special Maternity Leave and Sick Leave

- (i) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child then:
  - (1) she shall be entitled to such period of unpaid leave (to be known as special maternity leave) as a registered medical practitioner certifies as necessary before her return to work; or
  - (2) for illness other than the normal consequences of confinement she shall be entitled, either in lieu of or in addition to special maternity leave, to such paid sick leave as to which she is then entitled and which a registered medical practitioner certifies as necessary before her return to work.
- (ii) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take such paid sick leave as to which she is then entitled and such further unpaid leave (to be known as special maternity leave) as a registered medical practitioner certifies as necessary before her return to work, provided that the aggregate of paid sick leave, special maternity leave and maternity leave shall not exceed the period to which the employee is entitled under subclause (c) hereof.
- (iii) For the purposes of subclauses (j), (k) and (l) hereof, maternity leave shall include special maternity leave.
- (iv) An employee returning to work after the completion of a period of leave taken pursuant to this subclause shall be entitled to the position which she held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (f) hereof, to the position she held immediately before such transfer.

Where such position no longer exists but there are other positions available, which the employee is qualified for and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and pay to that of her former position.

(j) Maternity Leave and Other Leave Entitlements

- (i) Provided the aggregate of any leave including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with maternity leave, take any annual leave or long service leave or any part thereof to which she is entitled.
- (ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave), shall not be available to an employee during her absence on maternity leave.

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(k) Effect of Maternity Leave on Employment

Subject to this part, notwithstanding any award or other provision to the contrary, absence on maternity leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of any relevant award or agreement.

(l) Termination of Employment

- (i) An employee on maternity leave may terminate her employment at any time during the period of leave by notice given in accordance with this award.
- (ii) An employer shall not terminate the employment of an employee on the ground of her pregnancy or of her absence on maternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(m) Return to Work After Maternity Leave

- (i) An employee shall confirm her intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of her period of maternity leave.
- (ii) An employee, upon returning to work after maternity leave or the expiration of the notice required by paragraph (i) hereof, shall be entitled to the position which she held immediately before proceeding on maternity leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (f) hereof, to the position which she held immediately before such transfer or in relation to an employee who has worked part-time during the pregnancy the position she held immediately before commencing such part-time work.

Where such position no longer exists but there are other positions available for which the employee is qualified and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and pay to that of her former position.

(n) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on maternity leave.
- (ii) Before an employer engages a replacement employee the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.

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- (iii) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising her rights under this part, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
- (iv) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

## **PART B - PATERNITY LEAVE**

### (a) Nature of Leave

Paternity leave is unpaid leave.

### (b) Definitions

For the purpose of this part:

**'Employee'** includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

**'Maternity leave'** means leave of the type provided for in Part A - Maternity Leave (and includes special maternity leave).

**'Child'** means a child of the employee or the employee's spouse under the age of one year.

**'Spouse'** includes a de facto or a former spouse.

**'Primary care-giver'** means a person who assumes the principal role of providing care and attention to a child.

**'Continuous service'** means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

### (c) Eligibility for Paternity Leave

A male employee, upon production to his employer of the certificate required by subclause (d) - Certification shall be entitled to one or two periods of paternity leave, the total of which shall not exceed 52 weeks, in the following circumstances:

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- (i) an unbroken period of up to one week at the time of confinement of his spouse;
- (ii) a further unbroken period of up to 51 weeks in order to be the primary care-giver of a child provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of maternity leave taken by the employee's spouse and shall not be taken concurrently with that maternity leave.

The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which he proceeds upon either period of leave.

(d) Certification

At the time specified in subclause (e) the employee must produce to his employer:

- (i) a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of confinement or states the date of which the birth took place;
- (ii) in relation to any period to be taken under paragraph (c)(ii) hereof, a statutory declaration stating:
  - (1) he will take that period of paternity leave to become the primary care-giver of the child;
  - (2) particulars of any period of maternity leave sought or taken by his spouse; and
  - (3) for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

(e) Notice Requirements

- (i) The employee shall, not less than ten weeks prior to each proposed period of leave, give the employer notice in writing stating the dates on which he proposes to start and finish the period or periods of leave and produce the certificate and statutory declaration required in subclause (d) hereof.
- (ii) The employee shall not be in breach of this subclause as a consequence of failure to give the notice required in paragraph (i) hereof if such failure is due to:
  - (1) the birth occurring earlier than the expected date; or
  - (2) the death of the mother or the child; or
  - (3) other compelling circumstances.



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(iii) The employee shall immediately notify his employer of any change in the information provided pursuant to subclause (d) hereof.

(f) Variation of Period of Paternity Leave

(i) Provided the maximum period of paternity leave does not exceed the period to which the employee is entitled under subclause (c) hereof:

(1) the period of paternity leave provided by paragraph (c)(ii) may be lengthened once only by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be lengthened;

(2) the period may be further lengthened by agreement between the employer and the employee.

(ii) The period of paternity leave taken under paragraph (c)(ii) hereof may, with the consent of the employer, be shortened by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be shortened.

(g) Cancellation of Paternity Leave

Paternity leave, applied for under paragraph (c)(ii) hereof but not commenced, shall be cancelled when the pregnancy of the employee's spouse terminates other than by the birth of a living child.

(h) Paternity Leave and Other Leave Entitlements

(i) Provided the aggregate of any leave, including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with paternity leave, take any annual leave or long service leave or any part thereof to which he is entitled.

(ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave) shall not be available to an employee during his absence on paternity leave.

(i) Effect of Paternity Leave on Employment

Subject to this part, notwithstanding any award or other provision to the contrary, absence on paternity leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of any relevant award or agreement.

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(j) Termination of Employment

- (i) An employee on paternity leave may terminate his employment at any time during the period of leave by notice given in accordance with this award.
- (ii) An employer shall not terminate the employment of an employee on the ground of his absence on paternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(k) Return to Work after Paternity Leave

- (i) An employee shall confirm his intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of the period of paternity leave provided by paragraph (c)(ii) hereof.
- (ii) An employee, upon returning to work after paternity leave or the expiration of the notice required by paragraph (i) hereof, shall be entitled to the position which he held immediately before proceeding on paternity leave, or in relation to an employee who has worked part-time under this clause to the position he held immediately before commencing such part-time work.

Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, he shall be entitled to a position as nearly comparable in status and pay to that of his former position.

(l) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on paternity leave.
- (ii) Before an employer engages a replacement employee the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (iii) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising his rights under this part, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
- (iv) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

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## **PART C - ADOPTION LEAVE**

(a) Nature of Leave

Adoption leave is unpaid leave.

(b) Definitions

For the purpose of this part:

**'Employee'** includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

**'Child'** means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or stepchild of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

**'Relative adoption'** occurs where a child, as defined, is adopted by a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

**'Primary care-giver'** means a person who assumes the principal role of providing care and attention to a child.

**'Spouse'** includes a de facto spouse.

**'Continuous service'** means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause, or
- (iii) any period of leave or absence authorised by the employer or by the award.

(c) Eligibility

An employee, upon production to the employer of the documentation required by subclause (d) hereof shall be entitled to one or two periods of adoption leave, the total of which shall not exceed 52 weeks, in the following circumstances:

- (i) an unbroken period of up to three weeks at the time of the placement of the child;

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- (ii) an unbroken period of up to 52 weeks from the time of the child's placement in order to be the primary care-giver of the child. This leave shall not extend beyond one year after the placement of the child and shall not be taken concurrently with adoption leave taken by the employee's spouse in relation to the same child. This entitlement of up to 52 weeks shall be reduced by:
  - (1) any period of leave taken pursuant to paragraph (i) hereof; and
  - (2) the aggregate of any periods of adoption leave taken or to be taken by the employee's spouse;

The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which he or she proceeds upon such leave in either case.

(d) Certification

Before taking adoption leave the employee must produce to the employer:

- (i)
  - (1) A statement from an adoption agency or other appropriate body of the presumed date of placement of the child with the employee for adoption purposes; or
  - (2) a statement from the appropriate government authority confirming that the employee is to have custody of the child pending application for an adoption order.
- (ii) In relation to any period to be taken under paragraph (c)(ii) hereof, a statutory declaration stating:
  - (1) the employee is seeking adoption leave to become the primary care-giver of the child;
  - (2) particulars of any period of adoption leave sought or taken by the employee's spouse; and
  - (3) for the period of adoption leave the employee will not engage in any conduct inconsistent with his or her contract of employment.

(e) Notice Requirements

- (i) Upon receiving notice of approval for adoption purposes, an employee shall notify the employer of such approval and within two months of such approval, shall further notify the employer of the period or periods of adoption leave the employee proposes to take. In the case of a relative adoption the employee shall notify as aforesaid upon deciding to take a child into custody pending an application for an adoption order.

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- (ii) An employee who commences employment with an employer after the date of approval for adoption purposes shall notify the employer thereof upon commencing employment and of the period or periods of adoption leave which the employee proposes to take. Provided that such employee shall not be entitled to adoption leave unless the employee has not less than 12 months continuous service with that employer immediately preceding the date upon which he or she proceeds upon such leave.
  - (iii) An employee shall, as soon as the employee is aware of the presumed date of placement of a child for adoption purposes but no later than 14 days before such placement, give notice in writing to the employer of such date, and of the date of the commencement of any period of leave to be taken under paragraph (c)(i) hereof.
  - (iv) An employee shall, ten weeks before the proposed date of commencing any leave to be taken under paragraph (c)(ii) hereof give notice in writing to the employer of the date of commencing leave and the period of leave to be taken.
  - (v) An employee shall not be in breach of this part as a consequence of failure to give the stipulated period of notice in accordance with paragraphs (iii) and (iv) hereof if such failure is occasioned by the requirement of an adoption agency to accept earlier or later placement of a child, the death of the spouse or other compelling circumstances.
- (f) Variation of Period of Adoption Leave
- (i) Provided the maximum period of adoption leave does not exceed the period to which the employee is entitled under subclause (c) hereof:
    - (1) the period of leave taken under paragraph (c)(ii) hereof may be lengthened once only by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be lengthened;
    - (2) the period may be further lengthened by agreement between the employer and employee.
  - (ii) The period of adoption leave taken under paragraph (c)(ii) hereof may, with the consent of the employer, be shortened by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be shortened.
- (g) Cancellation of Adoption Leave
- (i) Adoption leave, applied for but not commenced, shall be cancelled should the placement of the child not proceed.

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- (ii) Where the placement of a child for adoption purposes with an employee then on adoption leave does not proceed or continue, the employee shall notify the employer forthwith and the employer shall nominate a time not exceeding four weeks from receipt of notification for the employee's resumption of work.

(h) Special Leave

The employer shall grant to any employee who is seeking to adopt a child, such unpaid leave not exceeding two days, as is required by the employee to attend any compulsory interviews or examinations as are necessary as part of the adoption procedure. Where paid leave is available to the employee the employer may require the employee to take such leave in lieu of special leave.

(i) Adoption Leave and Other Entitlements

- (i) Provided the aggregate of any leave, including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with adoption leave, take any annual leave or long service leave or any part thereof to which he or she is entitled.
- (ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave), shall not be available to an employee during the employee's absence on adoption leave.

(j) Effect of Adoption Leave on Employment

Subject to this part, notwithstanding any award or other provision to the contrary, absence on adoption leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of any relevant award or agreement.

(k) Termination of Employment

- (i) An employee on adoption leave may terminate the employment at any time during the period of leave by notice given in accordance with this award.
- (ii) An employer shall not terminate the employment of an employee on the ground of the employee's application to adopt a child or absence on adoption leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(l) Return to Work After Adoption Leave

- (i) An employee shall confirm the intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of the period of adoption leave provided by paragraph (c)(ii) hereof.

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- (ii) An employee, upon returning to work after adoption leave, shall be entitled to the position held immediately before proceeding on such leave or in relation to an employee who has worked part-time under this clause the position held immediately before commencing such part-time work.

Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee shall be entitled to a position as nearly comparable in status and pay to that of the employee's former position.

(m) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on adoption leave.
- (ii) Before an employer engages a replacement employee the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (iii) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising rights under this part, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
- (iv) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

#### **PART D - PART-TIME WORK**

(a) Definitions

For the purposes of this part:

**'Male employee'** means an employed male who is caring for a child born of his spouse or a child placed with the employee for adoption purposes.

**'Female employee'** means an employed female who is pregnant or is caring for a child she has borne or a child who has been placed with her for adoption purposes.

**'Spouse'** includes a de facto spouse.

**'Former position'** means the position held by a female or male employee immediately before proceeding on leave or part-time employment under this part whichever first occurs or, if such position no longer exists but there are other positions available for which the employee is qualified and the duties of which he or she is capable of performing, a position as nearly comparable in status and pay to that of the position first mentioned in this definition.

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**'Continuous service'** means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

(b) Entitlement

With the agreement of the employer:

- (i) A male employee may work part-time in one or more periods at any time from the date of birth of the child until its second birthday or, in relation to adoption, from the date of placement of the child until the second anniversary of the placement.
- (ii) A female employee may work part-time in one or more periods while she is pregnant where part-time employment is, because of the pregnancy, necessary or desirable.
- (iii) A female employee may work part-time in one or more periods at any time from the seventh week after the date of birth of the child until its second birthday.
- (iv) In relation to adoption a female employee may work part-time in one or more periods at any time from the date of the placement of the child until the second anniversary of that date.

(c) Return to Former Position

- (i) An employee who has had at least 12 months continuous service with an employer immediately before commencing part-time employment after the birth or placement of a child has, at the expiration of the period of such part-time employment or the first period, if there is more than one, the right to return to his or her former position.
- (ii) Nothing in paragraph (i) hereof shall prevent the employer from permitting the employee to return to his or her former position after a second or subsequent period of part-time employment.

(d) Effect of Part-time Employment on Continuous Service

Commencement on part-time work under this clause, and return from part-time work to full-time work under this clause, shall not break the continuity of service or employment.



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(e) Pro Rata Entitlements

Subject to the provisions of this part and the matters agreed to in accordance with subclause (h) hereof, part-time employment shall be in accordance with the provisions of this award which shall apply pro rata.

(f) Transitional Arrangements - Annual Leave

- (i) An employee working part-time under this part shall be paid for and take any leave accrued in respect of a period of full-time employment, in such periods and manner as specified in the annual leave provisions of this award, as if the employee were working full-time in the class of work the employee was performing as a full-time employee immediately before commencing part-time work under this part.
- (ii) (1) a full-time employee shall be paid for and take any annual leave accrued in respect of a period of part-time employment under this part, in such periods and manner as specified in this award, as if the employee were working part-time in the class of work the employee was performing as a part-time employee immediately before resuming full-time work.
- (2) Provided that, by agreement between the employer and the employee, the period over which the leave is taken may be shortened to the extent necessary for the employee to receive pay at the employee's current full-time rate.

(g) Transitional Arrangements - Sick Leave

An employee working part-time under this part shall have sick leave entitlements which have accrued under this award (including any entitlements accrued in respect of previous full-time employment) converted into hours. When this entitlement is used, whether as a part-time employee or as a full-time employee, it shall be debited for the ordinary hours that the employee would have worked during the period of absence.

(h) Part-time Work Agreement

- (i) Before commencing a period of part-time employment under this part the employee and the employer shall agree:
  - (1) that the employee may work part-time;
  - (2) upon the hours to be worked by the employee, the days upon which they will be worked and commencing times for the work;
  - (3) upon the classification applying to the work to be performed; and
  - (4) upon the period of part-time employment.

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- (ii) The terms of this agreement may be varied by consent.
- (iii) The terms of this agreement or any variation to it shall be reduced to writing and retained by the employer. A copy of the agreement and any variation to it shall be provided to the employee by the employer.
- (iv) The terms of this agreement shall apply to the part-time employment.

(i) Termination of Employment

- (i) The employment of a part-time employee under this clause, may be terminated in accordance with the provisions of this award but may not be terminated by the employer because the employee has exercised or proposes to exercise any rights arising under this clause or has enjoyed or proposes to enjoy any benefits arising under this clause.
- (ii) Any termination entitlements payable to an employee whose employment is terminated while working part-time under this clause, or while working full-time after transferring from part-time work under this clause, shall be calculated by reference to the full-time rate of pay at the time of termination and by regarding all service as a full-time employee as qualifying for a termination entitlement based on the period of full-time employment and all service as a part-time employee on a pro rata basis.

(j) Extension of Hours of Work

An employer may request, but not require, an employee working part-time under this clause to work outside or in excess of the employee's ordinary hours of duty provided for in accordance with subclause (h).

(k) Nature of Part-time Work

The work to be performed part-time need not be the work performed by the employee in his or her former position but shall be work otherwise performed under this award.

(l) Inconsistent Award Provisions

An employee may work part-time under this clause notwithstanding any other provisions of this award which limits or restricts the circumstances in which part-time employment may be worked or the terms upon which it may be worked including provisions:

- (i) limiting the number of employees who may work part-time;
- (ii) establishing quotas as to the ratio of part-time to full-time employees;
- (iii) prescribing a minimum or maximum number of hours a part-time employee may work; or

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(iv) requiring consultation with, consent of or monitoring by a union;  
and such provisions do not apply to part-time work under this clause.

(m) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee working part-time under this part.
- (ii) A replacement employee may be employed part-time. Subject to this subclause, subclauses (e), (f), (g), (h), (i) and (l) of this part apply to the part-time employment of replacement employees.
- (iii) Before an employer engages a replacement employee under this subclause, the employer shall inform the person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (iv) Unbroken service as a replacement employee shall be treated as continuous service for the purposes of paragraph (a)(v) hereof.
- (v) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

## **22. PART-TIME EMPLOYEES**

Employees may be engaged to work regularly per week for less hours than those prescribed in Clause 18 - Hours of this award and shall be paid pro rata at a rate of 1/38th of the rates prescribed in Clause 8 - Wage Rates.

## **23. PAYMENT OF WAGES**

- (a) The employer shall specify a time and place at which wages and other moneys are to be paid to the employees other than employees engaged for less than one week. The time so specified shall not be more than 48 hours from the time when such wages become due and shall not be later than Thursday in the week. Any employee who is not paid at the time so specified shall be deemed to be working during the time he is kept waiting. Casual employees shall be paid within one hour of the termination of employment.
- (b) Payment may be made weekly or fortnightly and shall be in cash or by cheque or by direct bank deposit in an account nominated by the employee. The frequency of payment shall be the result of agreement being reached between the employer and majority of employees concerned. The method of payment shall be at the discretion of the employer.

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- (c) Where a cheque is not met upon presentation or a bank deposit is not made at the time specified, otherwise than in circumstances beyond the control of the employer, waiting time shall be paid.

#### **24. PREFERENCE OF EMPLOYMENT**

- (a) Preference in engagement and retention of employees shall be given equally to persons in the following categories who are available and suitable:
  - (i) members of the Tasmanian Branch of the Australian Liquor, Hospitality and Miscellaneous Workers Union;
  - (ii) persons who are prepared to give forthwith a written undertaking to apply to join the Tasmanian Branch of the Australian Liquor, Hospitality and Miscellaneous Workers Union within fourteen days;
  - (iii) conscientious objectors.

If there is more than one person applying for employment within any or all of these categories, the employer shall have freedom to select any one or more of such persons in his or its discretion.

- (b) An employer shall dismiss an employee who fails to honour a written undertaking to apply to join the Tasmanian Branch of the Australian Liquor, Hospitality and Miscellaneous Workers' Union.
- (c) Conscientious objectors shall pay a sum equivalent to the subscription to the Tasmanian Branch of the Australian Liquor, Hospitality and Miscellaneous Workers' Union to a charity to be agreed upon between the person concerned and the Union and in default of agreement to Consolidated Revenue. The payment shall be made at the same time and on the same conditions as apply to payment of subscriptions to the Union.
- (d) This clause shall not apply in respect of engagement of employees in the following categories:
  - (i) employees sought for confidential or managerial positions;
  - (ii) owners of businesses or their spouses.

#### **25. PROTECTIVE CLOTHING**

- (a) Where an employee is required to work under wet or dirty conditions, suitable protective clothing including footwear, shall be supplied free of charge by the employer to the employees concerned and any such clothing shall be maintained by and remain the property of the employer.

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- (b) Any dispute as to the necessity or suitability of such clothing shall be resolved by consultation between management, shop stewards and/or union representative. Where agreement cannot be achieved the matter shall be referred to the Secretary for Labour for adjudication whose decision shall be final.
- (c) An issue of 2 pairs of suitable overalls or coveralls shall be supplied by the employer to employees and any such clothing shall be maintained by and remain the property of the employer. Any dispute as to the suitability of such clothing shall be resolved in accordance with subclause (b) of this clause.

## **26. RIGHT OF ENTRY**

For the purpose of interviewing employees on legitimate Union business, an officer of the Australian Liquor, Hospitality and Miscellaneous Workers Union - Tasmanian Branch, shall be permitted to enter the employer's premises subject to the following:

- (a) that he produces his authority to the employer;
- (b) that if the employer alleges that the officer is unduly interfering with the employer's work operations, or that the officer is offensive, the employer may then refuse right of entry, subject to the Union's right to bring such refusal before the Secretary for Labour for determination.

## **27. SETTLEMENT OF DISPUTES**

Any dispute concerning this award shall be settled in the following manner:

- (a) negotiation between the employer and the union shop steward;
- (b) where there is no shop steward available or where the dispute is not settled within the provisions of subclause (a) above, by negotiation between the union and employer representatives;
- (c) failing agreement being reached within the provisions of subclause (b) above, the union or the employer may refer the matter to the Tasmanian Industrial Commission for decision;
- (d) whilst this disputes procedure is being followed the status quo prevailing before the dispute arose shall be maintained.

## **28. SHIFT WORKERS**

- (a) Shifts may be worked by employees at such hours as may be agreed upon by the employer and employees concerned.

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(b) For working shift work on any day, Monday to Friday (excluding Public Holidays) an employee shall be paid an allowance in addition to the rate prescribed in Clause 8 - Wage Rates as follows:

- |                            |     |
|----------------------------|-----|
| (i) Early Morning Shift    | 15% |
| (ii) Afternoon Shift       | 15% |
| (iii) Night Shift          | 15% |
| (iv) Permanent Night Shift | 30% |

(c) For the purpose of this clause:

- (i) **'Early Morning Shift'** means a shift commencing prior to 6.30am.
- (ii) **'Afternoon Shift'** means a shift finishing after 6.00pm.
- (iii) **'Night Shift'** means a shift finishing after midnight and at or before 8.00am.
- (iv) **'Permanent Night Shift'** means a night shift which does not alternate with another shift so as to give the employee at least one third of his/her working time off night shift.

## **29. SICK LEAVE**

(a) An employee, who is absent from work on account of personal illness or on account of injury by accident shall be entitled after one month's service to leave of absence without deduction of pay, subject to the following conditions and limitations:

- (i) he shall not be entitled to such leave of absence for any period in respect of which he is entitled to workers' compensation;
- (ii) the employee shall, prior to the commencement of such absence, inform the employer of the inability to attend for work, and as far as may be practicable, state the nature of the illness or injury and the estimated duration of the absence. Where such notification is not given, the employer shall be entitled to require as proof in accordance with subclause (iii) of this clause a certificate of a medical practitioner.

**PROVIDED** that where the employee genuinely is unable to give notification prior to the commencement of the shift the requirements of subclause (iii) of this shall apply;

- (iii) the employee shall provide proof that the employee was unable, on account of such illness or injury, to attend for work on the day for which the sick leave is claimed in the form of a sworn statutory declaration or a medical certificate provided by a qualified medical practitioner. In the case of absences of more than a single day an employer may request, prior to the employee's return to work, as proof a medical certificate.

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- (iv) he shall not be entitled in any year (whether in the employment of one employer or of more) to sick leave credit in excess of 2 weeks of ordinary working time;
  - (v) for the purpose of administering paragraph (iv) above an employer may within 2 weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year, and upon such statement the employer shall be entitled to rely and act.
- (b) Sick leave shall accumulate from year to year so that any balance of the period specified in subclause (a)(iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave shall be credited to the employee and, subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.
- (c) An employer shall not be required to make any payment in respect of accumulated sick leave credits to an employee who is discharged or leaves his employment, or for any time an employee is absent from work without producing satisfactory evidence of personal illness.

### **30. STEWARD**

An employee appointed Union Steward upon notification to the employer that he or she is an accredited representative of the Union shall be allowed reasonable time during working hours to attend to matters affecting the relationship between the employees, employer and the Union.

### **31. SUNDAY, SATURDAY AND HOLIDAY WORK**

- (a) An employee who is employed on a Saturday shall be paid at the rate of time and one half for the first 2 hours and double time thereafter.
- (b) An employee required to work on a Sunday shall be paid at the rate of double time.
- (c) An employee required to work on any of the holidays prescribed in Clause 17 - Holidays with Pay of this award shall be paid at the rate of double time and one half.
- (d) The method by which the hourly rate shall be calculated for the purpose of this clause shall be by division of the weekly rate of pay for the employee concerned by 38.
- (e) Subject to agreement being reached between the employee and the employer, time off may be allowed in lieu of payment of penalties. The amount of time off shall be calculated on the basis of the appropriate penalty rate.

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### **32. TIME AND WAGES BOOK**

Each employer shall keep a time and wages book showing the name of each employee, his or her classification, the hours worked each day and wages and allowances paid each week, and details of sick leave and annual leave entitlements.

The time and wages book shall be made available for inspection to a duly accredited representative of the Australian Liquor, Hospitality and Miscellaneous Workers Union - Tasmanian Branch.

R.K. Gozzi  
**COMMISSIONER**

14 December 1992



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## **APPENDIX TO LAUNDRY AND DRY CLEANING AWARD**

### **SUPERANNUATION**

#### **1. ARRANGEMENT**

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#### **2. DEFINITIONS**

- (a) **'Tasplan'** means the Tasplan Fund established by Trust Deed and Articles on 24 March 1987.
- (b) **'Approved Fund'** means a superannuation fund which is established in accordance with the Operational Standards for Occupational Superannuation Schemes and has received preliminary listing from the office of the Occupational Superannuation Commissioner - Interim Group.
- (c) **'Union'** means the Australian Liquor, Hospitality and Miscellaneous Workers Union of Australia, Tasmanian Branch; the Federated Engine Driver's and Firemen's Association of Australasia, Tasmanian Branch; and the Transport Workers' Union of Australia, Tasmanian Branch.
- (d) **'Eligible Employee'** means a full-time, part-time or casual employee who is employed under a classification of the Laundrymen's Award and who has completed six calendar weeks service with the employer.
- (e) **'Employer'** means an employer bound by the terms of the Laundrymen's Award.
- (f) **'Ordinary Time Earnings'** means the award classification rate, overaward payments and shift loadings (where relevant).

#### **3. FUND**

- (a) For the purpose of this award contributions made by the employer in accordance with the provisions of Clause 5 - Employer Contributions, shall be paid to the Treasurer of Tasplan.

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- (b) An employer bound by this Appendix shall become party to Tasplan upon the acceptance of the Trustees of that scheme, of an application to become a participating employer of Tasplan, duly signed and executed by that employer.

#### **4. ELIGIBILITY FOR MEMBERSHIP**

- (a) An employee shall become eligible for membership of the approved Superannuation Fund on the first entry date which occurs after the employee has completed six calendar weeks continuous service with the employer. The employee having completed the six weeks waiting period shall be eligible to have contributions paid to the Fund subject to Clause 5 - Employer Contributions, from the date of engagement with the employer.
- (b) An employee shall be enrolled in the approved Superannuation Fund upon the acceptance of the Administrator of the Fund of a membership application form and shall be deemed to be a member of the scheme from his or her entry date as prescribed in subclause (a) herein.
- (c) Notwithstanding the provisions contained in subclause (a) and (b) herein, an employee who is a member of an Approved Fund and was having contributions paid in accordance with this Appendix at his or her previous place of employment shall continue to have contributions paid on his or her behalf from the date of commencing employment with the current employer.

#### **5. EMPLOYER CONTRIBUTIONS**

- (a) Subject to the rules of the Fund, and subclause (c) herein, an employer shall contribute to the Fund in respect of each employee who is a member of the Fund an amount at the rate of three per cent of ordinary time earnings for each complete week employed. This calculation shall be based on the ordinary time worked by an employee in any week and shall exclude work performed and paid as overtime.
- (b) Subject to subclause (a) herein an eligible employee shall have a minimum contribution per week paid into the Fund of \$1.30.
- (c) Contributions to the fund shall be made by the employer on at least a calendar monthly basis unless there are circumstances for which the employer cannot be held responsible.
- (d) An employer shall not be required to contribute during any periods of unpaid leave. Furthermore, an employer shall not be required to make additional contributions in respect of annual leave paid out on termination.
- (e) Pro rata deduction shall be made from the weekly contribution payable for any unauthorised absence of at least one day's duration.

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## **6. EMPLOYEE CONTRIBUTIONS**

Subject to the rules of the Fund, employees who may wish to make contributions to the Fund additional to those being paid pursuant to Clause 5 - Employer Contributions - herein, shall be so entitled. Such employees may either forward their own contribution directly to the Fund Administrators or, where it is practicable to do so, authorise the employer to pay into the Fund from the employees' wages, amounts specified by the employer subject to the amount of contribution being expressed in whole dollars and any adjustment to the level of contribution being subject to 3 months notice in writing from the employee to the employer or such lesser period as they may both otherwise agree.

## **7. CESSATION OF CONTRIBUTIONS**

An employee's eligibility for contributions to the Fund will cease on the last day of employment with the employer and the employer shall not make any contributions to the Fund in respect of any period beyond that last day of employment.

## **8. EXEMPTIONS**

For the purpose of this award the following company has been determined to be exempted from the use of Tasplan and shall contribute to the "Approved Fund" so nominated:

Lukes Coastal Laundry - Australian Retirement Fund.