

**WA HEALTH - UNITED VOICE - HOSPITAL SUPPORT WORKERS INDUSTRIAL  
AGREEMENT 2012**

**AG 51 of 2012**

**1. TITLE**

This Agreement will be known as the WA Health - United Voice - Hospital Support Workers Industrial Agreement 2012.

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### **3. DEFINITIONS**

“Accrued day(s) off” means the paid day(s) off accruing to an employee resulting from an entitlement to the 38 hour week as prescribed in Clause 13 - Hours of Work.

“Agreement” means the WA Health - United Voice - Hospital Support Workers Industrial Agreement 2012.

“All Purpose Orderly” means an orderly who is regularly required to undertake 2 or more of the following types of duties in addition to, or in substitution for, the traditional orderly duties: drive a motor vehicle, perform minor maintenance tasks, perform gardening duties or provide basic nursing care.

“Casual Employee” means an employee engaged for a period of less than 1 week.

“Commission” means the Western Australian Industrial Relations Commission.

“Department” means an administrative division of a Hospital.

“Employer” means any of the employers party to this Agreement referred to in subclauses 5.2(b) and 5.2(c) in Clause 5 - Area, Incidence and Parties Bound.

“Foul linen” means linen that has become soiled through contact with blood, excreta or other offensive or foul bodily substances.

“FPOA” means from the first pay period on or after.

“Health Service” has the same meaning as “Hospital”.

“Hospital” means any public hospital, health service, health care facility or other facility controlled by one of the employers party to this Agreement.

“Machinist” means an employee who cuts out and fits uniforms or dresses to measure or pattern.

“Multi Purpose Services” (MPS) means an integrated health and aged care service delivery model provided by one service provider for rural communities within a designated area. Current services provided by an MPS may include but are not limited to, hospital, nursing home, hostel/lodge, Home and Community Care (HACC), child health, community health, allied health and other health services which may change from time to time.

“On Call employee” means an employee directed to be on call within the MPS setting. Such an employee is required to remain on the hostel/lodge premises and respond to residents' calls and is not entitled to any wage or entitlement accruing in respect of ordinary hours or time worked, or in any other additional allowances unless provided in Clause 30 - Call Allowance (MPS Sleep Shift).

“Orderly” means an employee not otherwise classified in this Agreement.

“Ordinary Rate of Pay” means the base rate of pay as prescribed in Clause 19 - Classification and Wage Rates.

“Part time employee” means an employee engaged on a weekly contract of service for less ordinary hours per week or fortnight than those prescribed by Clause 13 - Hours of Work.

“Partner” means either a spouse or a defacto spouse/partner. De facto means a relationship (other than a legal marriage) between two persons, of either different sexes or the same sex, who live together in a “marriage-like” relationship, as provided for by the *Interpretation Act 1984* (WA) as amended from time to time.

“Patient Care Assistant” (PCA) means a multi-skilled employee who undertakes any combination of duties which would otherwise be performed by Cleaning, Catering, or Orderly employees.

“Rostered employee” means an employee for whom the ordinary hours of work may include work on a Sunday.

“Senior Food Service Attendant” means an employee who is responsible for the reconstituting of frozen food and/or the reheating of chilled food, and the supervision

of other food services, staff and other duties associated with a hospital pantry and/or kitchen.

“Single Stream Employee” means an employee who primarily works within only one stream of work.

“Storeperson (Advanced or Leading Hand)” means a storeperson who is required to possess experience in the use of computerised Materials Management (Oracle) and/or Inventory systems in the course of his or her employment and possesses demonstrated experience in supervising staff.

“Storeperson (Grade 1)” means an employee who works within established routines, methods and procedures carrying out basic stores work with limited responsibility.

“Storeperson (Grade 2)” means an employee who is experienced in all aspects of stores work and is required to prioritise work within established routines, methods and procedures and is capable of working alone.

“Stream of Work” means any one of the following streams of work – Cleaning, Catering, Laundry, Orderly, Linen/Sewing.

“Tradesperson Cook” means an employee employed in cooking who possesses recognised qualifications in the trade of cooking.

“Trainer” means an employee appointed as such to a designated position classified at level 8 and who undertakes the primary function of training, assessing and certifying the competency of support workers. The establishment of this role does not diminish the inherent job requirements of support workers to provide basic on the job instruction and task orientated training to other support workers in the course of induction and/or orientation to the workplace or as otherwise required.

“Transport Officer” means a hospital employee who possesses a “B” class driver’s licence and who has successfully completed the Royal Perth Hospital Based Transport Officer Training Course or its equivalent and who is required to transport dependent and/or ill patients without the assistance of a clinical escort, for the majority of their time on duty.

“Union” means United Voice WA.

“Year of employment” for the purposes of Clause 19 - Classification and Wage Rates means year of service with the employer.

#### **4. AIM OF THE AGREEMENT**

4.1 The aims of the Agreement are:

- (a) to prescribe certain terms and conditions of employment; and
- (b) to recognise and facilitate the Union and its Delegates’ role in representing the industrial interests of employees who are members of the Union.

## **5. AREA, INCIDENCE AND PARTIES BOUND**

- 5.1 This Agreement applies throughout the State of Western Australia to employees who are members of, or eligible to be members of, the Union and who are employed by the employer in the classifications described in Clause 19 - Classification and Wage Rates.
- 5.2 The parties to the Agreement are:
- (a) United Voice WA.
  - (b) The Minister for Health in his incorporated capacity under s.7 of the *Hospitals and Health Services Act 1927* (WA) as:
    - (i) the Hospitals formerly comprised in the Metropolitan Health Service Board,
    - (ii) the Peel Health Services Board, and
    - (iii) the WA Country Health Service.
  - (c) The Western Australian Alcohol and Drug Authority.
- 5.3 The Director General of Health is the delegate of the Minister for Health in his incorporated capacity under s.7 of the *Hospitals and Health Services Act 1927* (WA). In this capacity the Director General acts as the “employer” for the purposes of this Agreement.
- 5.4 This Agreement applies to approximately 5,144 employees.

## **6. DATE AND PERIOD OF OPERATION**

This Agreement will operate from the date of registration and will expire on 31 July 2015.

## **7. NO FURTHER CLAIMS**

Except where specifically provided for in this Agreement, it is a condition of this Agreement that the parties will not make any further claims with respect to any matter.

## **8. REPLACEMENT OF AGREEMENT**

The parties agree to commence genuine negotiations for a replacement agreement no later than 6 months prior to the date this Agreement expires.

## **9. COMMITMENT TO BARGAINING**

Employees employed by the employer in the classifications contained within this Agreement will not be employed under any form of individual agreement made pursuant to the Fair Work Act 2009 (Cth) or the Industrial Relations Act 1979 (WA), as amended or superseded from time to time.

## **10. RELATIONSHIP WITH AWARDS AND AGREEMENTS**

- 10.1 Consistent with the *Industrial Relations Act 1979* (WA) and the State Wage Principles, this Agreement will provide the whole of employees' wage increase for the life of this Agreement.
- 10.2 This Agreement applies to the exclusion of the Hospital Workers (Government) Award No. 21 of 1966, the Miscellaneous Government Conditions and Allowances Award No. A4 of 1992 and the Government Services (Miscellaneous) General Agreement 2010.

## **11. CONTRACT OF SERVICE**

### **11.1 Modes of Employment**

- (a) The employer can employ on a:
- (i) regular and continuing full time or part time hours ("permanent") basis; or
  - (ii) fixed term full time or part time hours basis; or
  - (iii) casual basis.

### **11.2 Full Time Employment**

A full time employee is employed for an average of 38 ordinary hours per week.

### **11.3 Part Time Employment**

- (a) A part time employee is engaged to work less than an average of 38 ordinary hours per week.
- (b) The contract of employment of a part time employee will include minimum hours of work the employee will work each week.
- (c) Any variation to contracted minimum hours of work will be agreed in writing.
- (d) An employee who earns accrued days off, as prescribed in Clause 13 - Hours of Work, will be paid for each hour worked 1/40 of the weekly rate prescribed



by this Agreement for the work performed.

- (e) An employee whose hours of work are less than 16 per week does not earn accrued days off and will be paid for each hour worked 1/38 of the weekly rate prescribed by this Agreement for the work performed.
- (f) If, with 1 day's clear notice, the employer proposes a temporary increase in hours and the employee agrees, then for the remainder of the roster the increased hours will be the employee's contracted ordinary hours of work for that roster period.
- (g) Subject to 11.3(f), hours worked in excess of contracted hours of work will be overtime and paid for at the rates prescribed in Clause 16 - Overtime.
- (h) A part time employee will be rostered for a minimum of 3 consecutive hours on any shift except where:
  - (i) special circumstances exist as agreed between the employer, the employee and the Union, a period less than 3 hours will apply; or
  - (ii) a shift is for the provision of home and community care (HACC) duties within a rural health service and the regular client need is less than 3 hours, in which case the minimum will be 1 hour per shift.

#### 11.4 Fixed Term Employment

The contract of employment of a fixed term contract employee will include the starting and finishing dates of employment, or in lieu of a finishing date, a prescribed event or condition which will cause the contract to end.

#### 11.5 Casual Employment

- (a) A casual employee will be paid a 20% casual loading on the ordinary rate of pay.
- (b) For the purposes of calculating the correct payment, hours worked on any day stand alone.
- (c)
  - (i) The employer will not re-engage a casual employee unless at least 10 hours has elapsed between the end of one period of engagement and the commencement of a following period of engagement.
  - (ii) The employer will not engage a casual employee to work more than 12 hours on any day.
- (d) Any shift, weekend and/or public holiday penalty rate will be calculated on the ordinary rate of pay. Penalty rates will be paid in addition to the loading provided by subclause 11.5(a) and the ordinary rate of pay specified in this Agreement.
- (e) A casual contract of employment is terminable by the giving of 1 hour's notice by either party to the other or by the payment or forfeiture as the case may be

of 1 hour's wage.

- (f) The minimum period of employment of a casual employee will be 3 hours on each engagement.
- (g) A period of casual employment will stand alone and will not accrue towards entitlements under this Agreement.

#### 11.6 Probation

- (a) Subject to subclause 11.6(b), every new employee, other than a casual employee, but including employees engaged for a fixed term, will be on probation for a period of 3 months.
- (b) An employee who is appointed from the Public Sector of Western Australia, and who has at least 3 months of continuous satisfactory service immediately prior to appointment will not be required to serve a period of probation.
- (c) At any time during the period of probation the employer may annul the appointment and terminate the service of the employee by the giving of 2 weeks' notice or payment in lieu thereof.
- (d) At any time during the period of probation the employee may resign by giving 2 weeks' notice or forfeiture of pay in lieu thereof.

#### 11.7 Termination of Employment

- (a) Notice of termination by employer
  - (i) In order to terminate the employment of a full time or part time employee the employer will give to the employee the period of notice specified in the table below:

Period of continuous service	Period of Notice
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks
  - (ii) In addition to this notice, employees over 45 years of age at the time of the giving of the notice with not less than 2 years' continuous service are entitled to an additional week's notice.
  - (iii) Payment in lieu of notice will be made if the appropriate notice period is not required to be worked. 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 period of notice.
  - (iv) In calculating any payment in lieu of notice, an employee will be paid

the wages they would have received in respect of the ordinary time they would have worked during the period of notice had their employment not been terminated.

- (v) The period of notice in this clause will not apply in the case of dismissal for conduct that justifies instant dismissal including inefficiency within the first 14 days, neglect of duty or misconduct and in the case of casual employees, apprentices or employees engaged for a specific period of time or for a specific task or tasks.
  - (vi) Notwithstanding the foregoing provisions, trainees who are engaged for a specific period of time will, once the traineeship is completed and provided that the trainees' 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 same employer within 6 months of such termination, the period of traineeship will be counted as service in determining any future termination.
- (b) Notice of termination by an employee
    - (i) The notice of termination required to be given by an employee is the same as that required of the employer, save and except that there is no requirement on the employee to give additional notice based on the age of the employee concerned.
    - (ii) 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 rate of pay for the period of notice.
  - (c) Time off during notice period

Where the employer has given notice of termination to an employee, an employee will be allowed up to 1 day's time off without loss of pay for the purpose of seeking other employment. The time off will be taken at times that are convenient to the employee after consultation with the employer.

## **11A. PERMANENCY OF EMPLOYMENT**

### 11A.1 Preferred forms of employment

- (a) Temporary and Casual employment are not the Employers preferred forms of engagement for employees covered by this Agreement.
- (b) Employment is preferred to agency engagement.

### 11A.2 Fixed Term Contracts

- (a) Fixed term employees may be engaged for the following situations:

- (i) Accrued Days Off where staffing arrangements are such that it is impractical to maintain a pool of staff to provide ADO leave cover.
- (ii) Adoption Leave.
- (iii) Annual Leave where staffing arrangements are such that it is impractical to maintain a pool of staff to provide annual leave cover.
- (iv) Employees undertaking an accredited course of study.
- (v) Leave arrangements entered into pursuant to Clause 43 - Leave Options.
- (vi) Leave Without Pay.
- (vii) Long Service Leave.
- (viii) Long term personal leave.
- (ix) Maternity Leave.
- (x) Other Parent Leave.
- (xi) Partner Leave.
- (xii) Special projects.
- (xiii) The substantive occupant agrees to work part-time for one or more periods.
- (xiv) The substantive occupant is seconded to another position.
- (xv) To temporarily fill vacancies, where a decision has been made that the vacancy will be filled, while the recruitment process is undertaken.
- (xvi) Unexpected or unplanned leave.
- (xvii) Unpaid Grandparental Leave.
- (xviii) Where it is necessary to establish or maintain a pool of permanent staff vacancies in order to subsequently redeploy permanent staff who are displaced or potentially displaced by organisational change.
- (xix) Where it is necessary to temporarily fill vacancies because a decision has been made which will affect the number of permanent staff vacancies.
- (xx) Where the employee is not lawfully able to work for other than a fixed term.
- (xxi) Where the substantive occupant is working in another position for a temporary period which may involve higher duties.

(xxii) Workers compensation.

(xxiii) Any other situations as agreed between the Employer and the Union, either at an industry or local level.

(b) The contract of employment of a fixed term contract employee will include the starting and finishing dates of employment, or in lieu of a finishing date, the specific circumstances relating to the situations as prescribed in subclause 11A.2(a).

11A.3 For the purposes of this clause “impractical” means not operationally viable because of factors such as the cost, the size or location of a facility.

11A.4 For the purposes of this clause “organisational change” means changes arising from the commissioning of Fiona Stanley Hospital, the commissioning of Midland Health Campus and consequential recommissioning of metropolitan hospitals.

11A.5 The parties will commence, 6 months prior to the expiry of this Agreement, consultation about the application of 11A.2(a)(xviii).

11A.6 The Employer will provide the Union the names and work locations of all employees on fixed term contracts within 28 days of a request being made in writing.

11A.7 The Employer will provide the Union the agencies used and the amount of money paid to each agency within 60 days of a request being made in writing.

## **11B. REDUNDANCY AND REDEPLOYMENT**

11B.1 The parties note that the *Public Sector Management Act 1994* (WA) and the *Public Sector Management (Redeployment and Redundancy) Regulations 1994* (WA) (the Regulations) provide the legislative framework for redundancy and redeployment for all employees covered by this Agreement.

11B.2 Where an employee covered by this Agreement is redeployed, the following provisions will apply in lieu of regulation 18 (4) and (5) of the Regulations:

(a) Classification maintenance:

An employee placed in a new classification which carries a lower rate than the former classification, will be paid a rate equivalent to the former classification for a total period of 12 months from the date of transfer. Any adjustments or increments which would have occurred or are made to the former classification rate within the 12 month period will be applied and paid to the employee.

Progression through the increments will be subject to the normal tests applied under the employee's classification.

(b) Wage maintenance:

Where, after a period of 12 months an employee remains employed on a classification carrying a lower wage rate than the rate of their former classification, that employee will continue to be paid the wage rate applicable to the former classification at the 12 months' anniversary date and such wage rate will continue to be paid until the wage rate applicable to the employee's current classification exceeds that rate.

11B.3 No employee will be required to accept alternative employment in the private sector.

11B.4 No employee will be required to accept a redundancy.

11B.5 For the purposes of 11B.2 the weekly wage maintenance rate will include a shift allowance which is paid on a regular basis and would continue to be paid during periods of annual leave and will include a relieving allowance that has been paid continuously for 12 months.

## **11C. CONTRACTING OUT**

11C.1 The Employer will not contract out the work undertaken at a Hospital by employees who are employed by the Employer in the classifications described in Clause 19 - Classification and Wage Rates.

11C.2 Nothing in this Agreement limits the Employer from continuing to use contractors where contracts for service are already in place.

## **12. SUPPORTED WAGE EMPLOYMENT**

12.1 This clause defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement.

(a) In the context of this clause, the following definitions will apply:

“Supported Wage System” means the Commonwealth Government system to promote employment for people who cannot work at full Agreement wages because of a disability as documented in the Supported Wages System Assessment Guidelines.

“Accredited Assessor” means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual’s productive capacity within the Supported Wage System.

“Disability Support Pension” means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991 (Cth), as amended from time to time, or any successor to that scheme.

“Assessment Instrument” means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

(b) Eligibility Criteria

- (i) Employees covered by this clause will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a Disability Support Pension.
- (ii) The clause does not apply to any existing employee who has a claim against the employer which is subject to the provisions of Workers’ Compensation legislation or any provision of this Agreement relating to the rehabilitation of employees who are injured in the course of their current employment.
- (iii) The clause also does not apply to employers in respect of their facility, program, undertaking, services or the like which receives funding under the *Disability Services Act 1986* (Cth) and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a Disability Support Pension, except with respect to an organisation which has received recognition under s.10 or s.12A of the Act, or if a part has received recognition, that part.

(c) Supported Wage Rates

Employees to whom this clause applies will be paid the applicable percentage of the minimum rate of pay prescribed by this Agreement for the class of work which the person is performing according to the following schedule:

Assessed Capacity (subclause (d))	% of Prescribed Agreement Rate
10% *	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

(Provided that the minimum amount payable will be not less than \$75 per week).

\*Where a person’s assessed capacity is 10%, they will receive a high degree of assistance and support.

(d) Assessment of Capacity

For the purpose of establishing the percentage of the Agreement rate to be paid to an employee under this Agreement, the productive capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

- (i) the employer and the union in consultation with the employee or, if desired by any of these; or
- (ii) the employer and an accredited Assessor from a panel agreed by the parties to the Agreement and the employee.

(e) Lodgement of Assessment Instrument

- (i) All assessment instruments under the conditions of this clause, including the appropriate percentage of the Agreement wage to be paid to the employee, will be lodged by the employer with the Registrar of the Commission.
- (ii) All assessment instruments will be agreed and signed by the parties to the assessment, provided that where the union is not a party to the assessment, it will be referred by the Registrar to the union by certified mail and will take effect unless an objection is notified to the Registrar within 10 working days.

(f) Review of Assessment

The assessment of the applicable percentage should be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review will be in accordance with the procedures for assessing capacity under the Supported Wage System.

(g) Other Terms and Conditions of Employment

Where an assessment has been made, the applicable percentage will apply to the wage rate only. Employees covered by the provisions of the clause will be entitled to the same terms and conditions of employment as all other employees covered by this Agreement paid on a pro-rata basis.

(h) Workplace Adjustment

An employer wishing to employ a person under the provisions of this clause will take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other employees in the area.

(i) Trial Period

- (i) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be



needed.

- (ii) During the trial period the assessment of capacity will be undertaken and the proposed wage rate for a continuing employment relationship will be determined.
- (iii) The minimum amount payable to the employee during the trial period will be no less than the amount prescribed by the relevant authority
- (iv) Work trials should include induction or training as appropriate to the job being trialled.
- (v) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under subclause 12.1(d).

### **13. HOURS OF WORK**

13.1 (a) The ordinary hours of work of all full-time employees will be worked under one of the following work cycles:

- (i) 19 Day Month work cycle

A 4 week cycle of 19 days of 8 hours each with 0.4 of one hour each day worked accruing as an entitlement to take the twentieth day in each cycle as a paid accrued day off.

- (ii) 9 Day Fortnight work cycle

A cycle of 76 hours over 9 days per fortnight with the tenth day to be taken as an unpaid rostered day off.

- (iii) Accrued Days Off work cycle

A cycle of 40 hours per week or 80 hours per fortnight with 2 hours of each week's work accruing as an entitlement to a maximum of 12 days off in each 12 month period. When working this cycle accrued days will be taken as follows:

(A) A minimum period of 1 week made up of 5 consecutive accrued days off in conjunction with a period of annual leave or at a time mutually acceptable to the employer and the employee.

(B) Where the employer and employee mutually agree, accrued days off can be taken in single day absences.

- (iv) By agreement between the employer and employee work cycles of 38 hours per week or 76 hours per fortnight may be implemented.

Before reaching an agreement, the union will be informed by the employer of the proposal to change and given reasonable opportunity to participate in the negotiations leading to agreement. Union involvement in the process does not mean the consent of the Union is required prior to the change to this work cycle.

- (b) (i) Alternative work cycles may be implemented by agreement between the Union and employer.
- (ii) Any agreement will particularise how the alternative work cycle will operate and will be reduced to writing. The written agreement may operate to override any provisions of this Agreement where this is the express intention of the parties.
- (iii) If the employer proposes an alternative work cycle for the whole of a hospital or for part of a hospital, a Consultative Committee will be established under Clause 47 - Consultation Mechanism.
- (iv) A proposed alternative work cycle may be introduced after a secret postal ballot of affected employees, including where practicable those who are absent on leave, if a simple majority of the employees who are affected agree to the change.
- (v) A proposed alternative work cycle ballot will be conducted by, and the results scrutinised and declared by, two returning officers. One returning officer will be nominated by the employer. One returning officer will be nominated by the union.
- (vi) If a proposal is agreed by a majority of effected employees the change will be implemented with 4 weeks notice.

### 13.2 Maximum Daily Ordinary Hours

- (a) The spread of hours of work will be from the time an employee signs on duty at the beginning of a shift until the employee signs off at the completion of the shift.
- (b) The spread of hours of any one shift cannot exceed 10 hours.
- (c) The exception to this is where a spread of hours exceeding 10 hours but not exceeding 11.5 hours, allows for the work to be undertaken without additional staff and/or expense.

### 13.3 Substituting an Accrued Day Off

Where the employer and employee have agreed to substitute the employee's accrued day off for another day, the accrued day off will become an ordinary working day.

### 13.4 Maximum number of consecutive rostered days of work

Where practicable, an employee's ordinary hours of work will not be rostered over more than 6 consecutive days.

### 13.5 Rosters

- (a) A roster setting out the ordinary hours of work will be displayed by the employer where it can be easily seen by all affected employees.
- (b) The roster will show the start and finish times for each employee as well as breaks of shift; and each employee's rostered days off.

### 13.6 Posting and Changes to Rosters

- (a) The roster will be posted at least 48 hours before it comes into operation and may only be altered:
  - (i) Because of a circumstance which the employer could not have reasonably foreseen; and
  - (ii) Where the employee concerned is notified before the end of the shift immediately prior to the changed shift or on the day before the changed shift commences.

### 13.7 Roster of Accrued Days Off

- (a) A roster for accrued days off will be posted at least 4 weeks before it comes into operation.
- (b) A roster for accrued days off may allow an employee to take accrued days off before they become due.

### 13.8 Minimum 10 hour break between ordinary hours of work

- (a) An employee will have a minimum of 10 hours break between the finish of one shift and the commencement of the next shift.
- (b) The exception to this is at the change of roster, where an employee may complete a night shift and be next rostered for afternoon shift.

### 13.9 Hospitals where daily average of occupied beds does not exceed 4

There will be no fixed hours of duty in hospitals where the daily average of occupied beds does not exceed 4. This daily average will be calculated on the actual inpatient days only; outpatients and babies are not to be included for the purposes of these calculations.

### 13.10 Where the employer is considering changes to rosters, regardless of whether the change is "major" or not, the following principles will be applied:

- (a) Before any roster change is implemented the employer will take into account the views and concerns of the affected employees. This will be done in an open and transparent fashion. Conditions outside the workplace (e.g. work life balance, family responsibilities, personal safety and public transport) must be taken into account.

- (b) Where the employer identifies or is advised of an adverse impact of a change to an employee the employer will take reasonable steps to eliminate that impact or where this is not possible will take reasonable steps to mitigate the adverse consequences.
- (c) Rostering must balance employee and employer needs while recognising that the priority is the provision of quality patient care, operational efficiency and effectiveness.
- (d) Rostering practices must serve to protect individual employees against discriminatory action.
- (e) An employee may be represented by the union at any stage.

#### 13.11 Introduction of major changes to rostering

- (a) If the employer proposes to make a major change to rostering for the whole of a hospital or for part of a hospital that will have significant effects on employees, a Consultative Committee will be established under Clause 47 - Consultation Mechanism.
- (b) When considering a major change to rostering the employer will have regard to the impact on the work life balance and family responsibilities of employees and seek to balance these factors with the overriding consideration of operational efficiency and effectiveness.
- (c) Before a definite decision is made and any change is implemented the employer will take into account the views and concerns of the affected employees. This will be done in an open and transparent fashion. Conditions outside the workplace (e.g. work life balance, family responsibilities, personal safety and public transport) must be taken into account.
- (d) Where the employer identifies or is advised of an adverse impact of a change to an employee, the employer will take reasonable steps to eliminate that impact or where this is not possible take reasonable steps to mitigate the adverse consequences.
- (e) An employee may be represented by the union at any stage.
- (f) The Union will be notified in writing, as soon as a definite decision to make a major change to rostering is made. Such notification will be made at least 2 weeks before any further action, including meetings or employee consultations commence.
- (g) Through the Consultative Committee process
  - (A) Alternative proposals that may meet operational requirements may be developed and comment invited from all affected employees.
  - (B) Expected benefits and possible detrimental effects of any proposal will be identified.

- (C) Mechanisms will be established to allow for effective communication between staff and the employer and full discussion about any proposal.
- (D) A secret ballot of all affected employees, (including those on leave or workers compensation who can be contacted as far as reasonably practicable), will be conducted by the consultative committee before any proposal is introduced. The Union will be notified 14 days before the holding of the ballot.
- (E) If a proposal is agreed by a majority of effected employees in the ballot the change will be implemented with 4 weeks notice.
- (F) An officer of the Union is entitled to attend, and address, any employee communication session or committee meeting convened pursuant to this subclause.
- (G) An alternative process may take place by agreement between the Union and Employer.
- (h) If the employer and the union disagree on whether a proposed change is a major change the Commission may, pursuant to Clause 51. Dispute Settlement Procedure, determine whether the process specified by subclause 13.11 is applicable.
- (i) Where the employer has complied with the provisions of this clause and nevertheless proposes to implement a change that has been rejected by an employee ballot the Commission may, pursuant to Clause 51. Dispute Settlement Procedure, determine whether the change will be implemented.
- (j) In dealing with disputes about a major change to rostering, the Commission will have regard to the preferences of employees while recognising that the priority is the provision of quality patient care, operational efficiency and effectiveness.

#### **14. HOURS OF WORK - ACCRUED DAYS OFF**

- 14.1 Accrued days off may be accumulated provided that, where an employee has accumulated 11 or more days off, the employer may direct the employee in any year to take any number of days off in order to progressively reduce the accumulated days off to 10, provided that the employer must give not less than:
- (a) 24 hours' notice to the employee where 1 accrued day off is to be taken.
  - (b) 2 weeks' notice is given to the employee where 2 or more accrued days off are to be taken consecutively.
- 14.2 Accrued days off can be taken at any time where agreed to by the employer and employee.
- 14.3 The employer will respond to an application for an accrued day off within 14 days of

the date the application is submitted by the employee.

14.4 Accrued days off may be cashed out in accordance with Clause 42 - Cashing Out Leave Entitlements.

14.5 Prior to the commencement of this Agreement, penalties for accrued days off were paid using one of the following two arrangements:

(a) Average of Last Two Pays Method

(i) The same method used for calculating the shift penalties in lieu of the annual leave loading for shift workers. The average of penalties paid in the two pays periods prior to the employee actually taking an accrued day off are calculated and the employee is paid the ordinary time rate plus the average penalty amount.

(ii) This method applied at Fremantle Hospital, Royal Perth Hospital, Osborne Park Hospital, Swan Health Service, and Princess Margaret Hospital.

(b) Paid as Earned Method

(i) Penalties paid on actual hours worked. For example in the case of a full time employee who works an 8 hour shift, the employee is paid 8 hours of shift penalty loading plus the ordinary time rate for 7.6 hours with the balance of time actually worked (0.4 hours) being credited toward an accrued day off. When an accrued day off is taken, payment is made at the ordinary time rate because the shift penalty loading has already been paid.

(ii) This method applied at Hospitals other than those cited in subclause 14.5(a)(ii).

14.6 Uniform Method of Payment

(a) All employees will transfer onto the Average of Last Two Pays Method effective from the first pay period on or after the date of registration of this Agreement or such later date the employer determines is operationally practicable (“the date of transfer”).

(b) For those employees who have been paid under the Paid as Earned Method, accrued days off which have accrued prior to the date of transfer will continue to be paid at ordinary time when taken. Accrued days off which accrue after the date of transfer will be paid in accordance with the Average of Last Two Pays Method. Accrued days off accrued prior to the date of transfer will be taken first.

## **15. BREAKS**

15.1 An employee cannot work more than 5 hours without a break.

- (a) There will be no more than 3 breaks in any shift including meal breaks.
- (b) A meal break will be for a period of at least 30 minutes but not greater than 1 hour for each meal.
- (c) The exception is that night shift employees will work a straight shift of 8 hours which will include a paid meal break during which the employee will be on call.

#### 15.2 Tea Breaks

- (a) Employees will take only 1 tea break per shift for shifts of 4 hours or longer.
- (b) Employees on shifts of less than 4 hours will not be entitled to a tea break.
- (c) A tea break will be a maximum of 15 minutes.

15.3 An employee who is employed for greater than 4 hours is entitled to an unpaid meal break of not less than 30 minutes and not more than 1 hour as well as the tea break.

## 16. OVERTIME

### 16.1 Overtime entitlement

- (a) Overtime means all time required to be worked in excess of the ordinary rostered hours of duty prescribed in Clause 13 - Hours of Work on any day the employee is rostered on duty.
- (b) Overtime will be paid for at the rate of time and one half for the first 2 hours and double time after that, calculated on an employee's hourly rate.
- (c) The exception to this is that overtime worked on a Public Holiday will be paid at time and one half in addition to the employee's ordinary hourly rate of pay.
- (d) Overtime will be paid in addition to the weekend or shift rates as the case may be.

### 16.2 Overtime rates on a rostered day off

- (a) All work performed by rostered employees on any day on which they are rostered off duty or days worked in excess of those provided in Clause 13 - Hours of Work will be paid at the rate of double time.
- (b) The exception to this is where the day worked is a public holiday then double time and one half will be paid.

### 16.3 Time off instead of payment for overtime

- (a) When overtime is required because of the failure of another employee to report for duty and when agreed by both the employee and the employer, time off

equivalent to the time worked may be granted instead of payment for overtime.

- (b) The exception is where a full additional shift is required then overtime rates will be paid.
- (c) Overtime worked on any day stands alone.
- (d) An employee who is recalled to work after leaving the workplace at the end of their shift will be paid a minimum of 3 hours at overtime rates.
- (e) Where an employee does not have the 10 hour break as required in subclause 13.9 the employee will be paid overtime until the employee has a 10 hour break between shifts.
- (f) Where the agreed length of a shift is extended past 8 hours per day in accordance with Clause 13 - Hours of Work, overtime will be payable for time worked in excess of the rostered shift.
- (g) In the case of part-time employees overtime will be payable after the ordinary rostered hours worked have been worked for that day.
- (h) Where an employee is required to work overtime for a period of at least 2 hours in excess of the daily required hours of work, the employee will be provided with a free meal or will be paid the overtime meal allowance contained in Clause 24 - Miscellaneous Allowances.

#### 16.4 On call

- (a) An employee is on call when the employee is given a written direction by the employer, which may be in the form of a published roster, to remain at such a place or otherwise be immediately contactable by telephone or other means during the hours when the employee is not otherwise on duty in case of a call out requiring an immediate return to duty.
- (b) An employee who is on call will be paid 18.75% of 1/38th of the weekly rate of pay prescribed for a Support Worker Level 10, 1st year for each hour or part thereof the employee is on call.
- (c) The payments referred to in subclause 16.4(b) will not be made in respect to any period for which overtime is paid when the employee is recalled to work.
- (d) Where it is determined that the means of contact is to be by mobile telephone, pager or similar device, the employer will provide the employee with the device at no charge to the employee.
- (e) An employee on call who is recalled to work for any purpose will be paid at the appropriate rate of pay prescribed by Clause 16 - Overtime for the period of the recall.
- (f) Where an employee on call is recalled to work in accordance with subclause 16.4(e) then the employee is deemed to have commenced work at the time of the notification of the recall.



**17. SHIFT WORK**

17.1 For the purposes of this clause:

- (a) Afternoon Shift means any shift commencing between 12 noon and before 6pm.
- (b) Night Shift means any shift commencing between 6pm and 4am.
- (c) Permanent Afternoon Shift or Permanent Night Shift means where an employee works either an afternoon or night shift as part of a non-rotating roster.

17.2 The allowances to be paid to employees for working shift work and permanent shift work are contained in Clause 25 - Shift, Weekend and Public Holiday Payment and Allowances.

17.3 The shift allowance will not apply to an employee who commences on or after 12 noon and completes the hours of that shift at or before 6pm on that day.

**18. WEEKEND WORK**

18.1 For the purposes of this clause:

- (a) Weekend work means where an employee whose ordinary hours of work are rostered between 12 midnight on Friday and 12 midnight on Sunday.
- (b) The Saturday and Sunday allowances to be paid to employees whose ordinary hours are rostered on Saturday and/or Sunday are contained in Clause 25 - Shift, Weekend and Public Holiday Payment and Allowances.

18.2 The allowance prescribed for Saturday and/or Sunday work are in substitution for and not cumulative on the allowances defined for Shift Work contained in Clause 25 - Shift, Weekend and Public Holiday Payment and Allowances.

**19. CLASSIFICATION AND WAGE RATES**

19.1 Employees covered by this Agreement will be paid the weekly base rate of pay set out below:

Column 1	Column 2	Column 3	Column 4	Column 5
Classification	31 July 2012	4.5% 5 December 2012	4.25% 1 August 2013	4.25% 1 August 2014
Level 1/2 1st year	\$794.50	\$830.25	\$865.54	\$902.32

Level 1/2 2nd year	\$803.40	\$839.55	\$875.23	\$912.43
Level 1/2 3rd year	\$822.86	\$859.89	\$896.44	\$934.53
Level 3/4 1st year	\$810.30	\$846.76	\$882.75	\$920.26
Level 3/4 2nd year	\$830.55	\$867.92	\$904.81	\$943.26
Level 3/4 3rd year	\$848.68	\$886.87	\$924.56	\$963.86
Level 5 1st year	\$828.61	\$865.90	\$902.70	\$941.07
Level 5 2nd year	\$834.73	\$872.29	\$909.36	\$948.01
Level 5 3rd year	\$845.46	\$883.51	\$921.06	\$960.20
Level 6 1st year	\$833.02	\$870.51	\$907.51	\$946.08
Level 6 2nd year	\$837.54	\$875.23	\$912.43	\$951.21
Level 6 3rd year	\$847.15	\$885.27	\$922.89	\$962.12
Level 7 1st year	\$843.03	\$880.97	\$918.41	\$957.44
Level 7 2nd year	\$849.26	\$887.48	\$925.20	\$964.52
Level 7 3rd year	\$859.84	\$898.53	\$936.72	\$976.53
Level 8 1st year	\$860.81	\$899.55	\$937.78	\$977.64
Level 8 2nd year	\$868.71	\$907.80	\$946.38	\$986.60
Level 8 3rd year	\$880.90	\$920.54	\$959.66	\$1,000.45
Level 9 1st year	\$880.50	\$920.12	\$959.23	\$999.99
Level 9 2nd year	\$888.24	\$928.21	\$967.66	\$1,008.78
Level 9 3rd year	\$900.91	\$941.45	\$981.46	\$1,023.17
Level 10 1st year	\$891.88	\$932.01	\$971.62	\$1,012.91
Level 10 2nd year	\$897.61	\$938.00	\$977.87	\$1,019.42
Level 10 3rd year	\$907.84	\$948.69	\$989.01	\$1,031.04
Level 11 1st year	\$915.90	\$957.12	\$997.80	\$1,040.20
Level 11 2nd year	\$924.19	\$965.78	\$1,006.83	\$1,049.62
Level 11 3rd year	\$937.59	\$979.78	\$1,021.42	\$1,064.83

Level 12 1st year	\$936.28	\$978.41	\$1,019.99	\$1,063.34
Level 12 2nd year	\$945.09	\$987.62	\$1,029.59	\$1,073.35
Level 12 3rd year	\$958.75	\$1,001.89	\$1,044.47	\$1,088.86
Level 13 1st year	\$968.21	\$1,011.78	\$1,054.78	\$1,099.61
Level 13 2nd year	\$977.80	\$1,021.80	\$1,065.23	\$1,110.50
Level 13 3rd year	\$992.00	\$1,036.64	\$1,080.70	\$1,126.63

## 19.2 Classifications

### HOSPITAL WORKER LEVEL 1/2

Animal House Attendant (Grade 1)

Cafeteria Assistant (RPH)

Canteen Attendant (PMH)

Carpark Attendant

Cleaner

Domestic

Domestic (Hostel/Lodge)

Dry Cleaner

First Laundry person (country hospitals - where more than one employed)

Food Service Attendant

Gardener (only one employed)

Gardener (other)

House Parent (Bunbury and Albany)

Hygiene Orderly (no driving - RPH)

Kitchen Attendant

Laboratory Attendant (Grade 1)

Laundry Worker

Machinist (other including any alterations)

Orderly (handling patients)

Orderly (other)  
Senior Gardener (RPH)  
Steward (Graylands)  
Theatre Assistant (1st year RPH)  
Ward Assistant (PMH)  
Washing Machine Hands (including Hydros)

#### HOSPITAL WORKER LEVEL 3/4

All Purpose Orderly  
Animal House Attendant (Grade 2)  
Birth Suite & Theatre Orderly (KEMH)  
Call Room Orderly (RPH, PMH, KEMH, Fremantle and SCGH)  
Cook (other)  
CSSD Assistant  
CSSD Orderly  
Dry Cleaner (Graylands)  
Gardener and Propagator (Mental Health)  
Gardener Herbicides (Mental Health)  
Handyperson  
Hospital Service Assistant  
Hydrotherapy Attendant  
Hygiene Orderly (driving - RPH)  
Laboratory Attendant (Grade 2)  
Machinist (who cuts and fits)  
Menu Assistants  
Patient Care Assistant  
Shaving Orderly (RPH and Fremantle)

Theatre Assistant (2nd year and thereafter - RPH)

Theatre Orderly

#### HOSPITAL WORKER LEVEL 5

Assistant Dining Room Supervisor (RPH)

Assistant Supervisor (Hostel/Lodge)

Central Linen Room Supervisor (RPH)

Cook (only one employed)

Driver (less than 3 tonnes)

Head Gardener (Manjimup and Narrogin)

Linen Services Supervisor (Fremantle and KEMH)

Machinist Supervising Patients (Mental Health)

Programme Assistants (Alcohol and Drug Authority)

Storeperson (Grade 1)

Trainee Food Supervisor (RPH)

#### HOSPITAL WORKER LEVEL 6

Bus Driver (less than 25 passengers)

Driver (over 3 tonnes)

Hairdresser

Storeperson (Grade 2)

Supervisor (Hostel/Lodge)

#### HOSPITAL WORKER LEVEL 7

Bus Driver (25 passengers and over)

Second Cook (other hospitals)

Storeperson (Grade 3)

Transport Officer (RPH)

#### HOSPITAL WORKER LEVEL 8

Assistant Supervisor Cleaning Services (Graylands)

Cafeteria Supervisor (PMH)

Canteen Supervisor (PMH)

Cleaning Services Supervisor (KEMH)

Head Gardener (Kalgoorlie, Bunbury and Geraldton)

Horticulturist

Laundry Supervisor (PMH and Geraldton)

Pantry Supervisor (KEMH)

Trainer

#### HOSPITAL WORKER LEVEL 9

Assistant Housekeeper (Fremantle)

Bootmaker

Butcher, where appointed as such

Cafeteria Supervisor (RPH)

Dining Room Supervisor (PMH, KEMH and RPH)

First Cook (other hospitals)

Head Gardener (PMH, Fremantle, SCGH and KEMH)

Housekeeper (country hospitals with less than 20 beds)

Rehabilitation Assistants (Alcohol and Drug Authority)

Second Cook (RPH, SCGH, Fremantle PMH, KEMH and Graylands)

Senior Food Service Attendant (hospitals with less than 100 beds)

#### HOSPITAL WORKER LEVEL 10

Assistant Housekeeper (SCGH)

Cleaning Services Supervisor (Port Hedland)

Head Orderly (KEMH)

Housekeeper (country hospitals with 20 or more beds)

Laundry Supervisor (Narrogin)

Senior Food Service Attendant (hospitals with 100 or more beds)

Tradesperson Cook

#### HOSPITAL WORKER LEVEL 11

Chef (other hospitals)

Head Orderly (PMH, Fremantle and RPH)

Housekeeper (Fremantle)

Linen Room and Despatch Supervisor (Graylands)

Linen Services Supervisor (PMH)

Linen Supervisor (SCGH)

Sterilisation Technician

#### HOSPITAL WORKER LEVEL 12

Chef (RPH and Mental Health)

#### HOSPITAL WORKER LEVEL 13

Advanced Sterilisation Technician

### 19.3 Sterilisation Technicians

- (a) “Trainee Sterilisation Technician” means an employee who is undertaking a course of study leading to attainment of a Certificate III in Health Service Assistance (Sterilisation Services) and gaining on the job experience in a sterilisation unit in order to obtain employment as a Sterilisation Technician.
- (b) “Sterilisation Technician” means an employee who has attained a Certificate III in Health Service Assistance (Sterilisation Services) and has a minimum of

2 years relevant experience working in a sterilisation unit.

- (c) “Advanced Sterilisation Technician” means a Sterilisation Technician who has advanced level competencies and undertakes complex specialised sterilisation duties.
- (d) Trainee Sterilisation Technicians will be employed for the purposes of satisfactorily completing, within the requisite period, an approved course of study leading to attainment of a Certificate III in Health Service Assistance (Sterilisation Services).
- (e) The weekly rate of pay of a Trainee Sterilisation Technician is 87% of the rate of pay of a Sterilisation Technician (87% of Level 11, 3<sup>rd</sup> Service Increment).

Effective Date	31 July 2012	5 December 2012	1 August 2013	1 August 2014
Rate	\$815.70	\$852.41	\$888.64	\$926.40

- (f) The classification of a Sterilisation Technician is Level 11. The rate of pay is the 3<sup>rd</sup> Service Increment.
- (g) The classification of an Advanced Sterilisation Technician is Level 13. The rate of pay is the 3<sup>rd</sup> Service Increment.
- (h) An employee who is a permanent employee in another classification, who is appointed as a Trainee Sterilisation Technician, will be entitled to return to employment in that previous classification if the employee does not successfully complete the requisite training.
- (i) An employee who was classified as a Sterilisation Technician Grade 1 under Western Australian Government Health Services (ALHMWU) Agreement 2002 will be classified as a Sterilisation Technician provided that the rate of pay of such an employee will be 95% of the rate of pay of a Sterilisation Technician (95% of Level 11, 3<sup>rd</sup> Service Increment).

Effective Date	31 July 2012	5 December 2012	1 August 2013	1 August 2014
Rate	\$890.71	\$930.79	\$970.35	\$1,011.59

#### 19.4 Payment of Wages

- (a) Wages will be paid fortnightly. Overtime and penalty rates where applicable will be paid at least monthly.
- (b) Subject to Clause 20 - Recovery of Underpayments and Overpayments, no deduction will be made from an employee's wages unless the employee has authorised such deduction in writing.
- (c) On termination of employment the employer will pay to the employee all monies payable to that employee before the employee leaves the place of employment or the same will be forwarded to the employee by post in the following week.



- (d) Wages will be paid by direct funds transfer to the credit of an account nominated by the employee at such bank, building society or credit union approved by the employer.
- (e) Where such form of payment is impractical and some exceptional circumstances exist and by agreement between the employer and the employee, payment by cheque may be made.
- (f) An employee who performs shift or weekend work irregularly may be paid shift or weekend penalties during the pay period in which the work is performed.

19.5 Junior Hospital Employees

- (a) The minimum rate of wage payable to junior employees will be the following percentage of the prescribed wage during the first year of employment for an adult employee doing the same class of work.

	%
Under 17 years of age	60
Under 18 years of age	70
Under 19 years of age	80
At 19 years of age	100

- (b) The percentages outlined above will also apply for the purpose of calculating the shift penalty loading payable pursuant to subclauses 25.1, 25.2 and 25.3.

19.6 Multi Purpose Service (MPS)

Enrolled Nurses may voluntarily agree to work shifts in the MPS setting in the classifications of Level 5 and 6 of this Agreement when those shifts are in addition to normal contracted hours.

19.7 Disputes about classifications

A dispute about the classification of an employee is a matter which will be resolved in accordance with Clause 51 - Dispute Settlement Procedure.

**20. RECOVERY OF UNDERPAYMENTS AND OVERPAYMENTS**

20.1 Underpayments

- (a) Where an employee is underpaid in any manner
  - (i) the employer will, once the employer is aware of the underpayment, rectify the error as soon as practicable;

- (ii) where possible the underpayment will be rectified no later than in the pay period immediately following the date on which the employer is aware that an underpayment has occurred; and
  - (iii) where an employee can demonstrate that an underpayment has created serious financial hardship, the employee will be paid by way of a special payment as soon as practicable.
- (b) The employer will compensate an employee for costs resulting directly from an underpayment, where it is proven that the costs resulted directly from the underpayment. This includes compensation for overdraft fees, dishonoured cheque costs, and dishonour fees related to routine deductions from the bank account into which an employee's salary is paid.
  - (c) Nothing in this clause will be taken as precluding the employee's legal right to pursue recovery of underpayments.

## 20.2 Overpayments

- (a) The employer has an obligation under the *Financial Management Act 2006* (WA) to account for public monies. This requires the employer to recover overpayments made to an employee.
- (b) Any overpayment will be repaid to the employer within a reasonable period of time.
- (c) Where an overpayment is identified and proven, the employer will provide the employee with the written details of the overpayment and notify the employee of the intent to recover the overpayment.
- (d) Where the employee accepts that there has been an overpayment, arrangements for the recovery of the overpayment will be negotiated between the employer and employee.
- (e) If agreement on a repayment schedule cannot be reached within a reasonable period of time, the employer may deduct the amount of the overpayment over the same period of time that the overpayment occurred provided:
  - (i) the employer may not deduct or require an employee to repay an amount exceeding 5% of the employee's net pay in any one pay period without the employee's agreement; and
  - (ii) where necessary, the employer may deduct money over a period of time greater than the period of time over which the overpayment occurred.
- (f) If the employee disputes the existence of an overpayment and the matter is not resolved within a reasonable period of time, the matter should be dealt with in accordance with Clause 51 - Dispute Settlement Procedure. No deductions relating to the overpayment will be made from the employee's pay while the matter is being dealt with in accordance with the dispute settlement procedure.

- (g) Nothing in this clause will be taken as precluding the employer's legal right to pursue recovery of overpayments.
- (h) Where an employer alters the pay cycle or pay day, any consequential variations to an employee's fortnightly salary and/or payments to compensate will not be considered an overpayment for the purposes of this clause.

## **21. SALARY PACKAGING**

- 21.1 For the purposes of this Agreement, salary packaging will mean an arrangement whereby the wage or salary benefit arising under a contract of employment is reduced, with another or other benefits to the value of the replaced salary being substituted and due to the employee.
- 21.2 An employee may, by agreement with the employer, enter into a salary packaging arrangement.
- 21.3 The employer will not unreasonably withhold agreement to salary packaging on request from an employee.
- 21.4 The employer will not require an employee to enter into a salary packaging arrangement, provided that this clause will not impinge on any additional employer provided benefits.
- 21.5 A salary packaging arrangement will be formulated and operate on the basis that, on balance, there will be no material disadvantage of the employee concerned, and will be cost neutral in relation to the total employment cost to the employer.
- 21.6 A salary packaging arrangement must comply with relevant taxation laws and the employer will not be liable for additional tax, penalties or other costs payable or which may become payable by the employee.
- 21.7 In the event of any increase or additional payments of tax or penalties associated with the employment of the employee, or the provision of employer benefits under the salary packaging agreement, such tax, penalties and any other costs will be borne by the employee.
- 21.8 An employee may elect to cancel any salary packaging arrangement by giving a minimum of 4 weeks' notice.
- 21.9 The employer may elect to cancel any salary packaging arrangement by giving a minimum of 4 weeks' notice if the employer incurs a liability to pay fringe benefits tax or any other tax in respect of the non-cash benefits provided, provided that the employer cannot retrospectively cancel any salary packaging arrangement.
- 21.10 Notwithstanding subclauses 21.8 and 21.9, the employer and the employee may agree to forgo the notice period.
- 21.11 The cancellation of salary packaging will not cancel or otherwise effect the operation of this Agreement.

- 21.12 For the purposes of this provision, any penalty rate, loading or other salary related allowances which would ordinarily be calculated on the basis of the salary rates expressed in Clause 19 - Classification Wage Rates, will continue to be so calculated despite an election to participate in any salary packaging arrangement.
- 21.13 For the purposes of this provision, employer contributions to a complying superannuation fund will be made on the basis of pre-packaging salary rates. To avoid doubt, employer contributions will not be reduced as a result of an employee participating in salary packaging pursuant to this provision.
- 21.14 The employer may at any time vary the range of benefits provided or the conditions under which benefits are provided however the employer will not differentiate between different classes of employees across WA Health in terms or range of benefits or the conditions under which benefits are provided.
- 21.15 If an employee is found to have committed misconduct in claiming a salary packaging benefit, without limiting any other action the employer may take in respect of the misconduct, the employer is entitled to prospectively cease to provide some or all salary packing benefits either indefinitely or for any period determined by the employer.

**22. APPRENTICES**

22.1 Apprentices Wages

(a) The weekly rate will be a percentage of the tradesperson's rate as hereunder:

Four Year Term	% of Tradesperson's Weekly Rate
First year	42
Second year	55
Third year	75
Fourth year	88
Three and a Half year Term	% of Tradesperson's Weekly Rate
First six months	42
Next year	55
Next following year	75
Final year	88
Three Year Term	% of Tradesperson's Weekly Rate
First year	55
Second year	75
Third year	88

22.2 For the purposes of this part "tradesperson's rate" means the rate of wage payable to a

tradesperson cook as defined in Clause 19 - Classification and Wage Rates.

**23. HOSPITAL ALLOWANCE**

23.1 The Hospital Allowance that was previously payable under the LHMU - Department of Health Support Workers Federal Agreement 2004 (AG838503 PR955334) has been included in the wage rate specified in Clause 19 - Classification and Wage Rates of WAIRC AG 59 of 2007.

23.2 The Hospital Allowance component of the wage rates specified in Clause 19 - Classification and Wage Rates are:

Effective Date	Level 1/2	Level 3/4
Weekly Wage 5 December 2012	\$23.90	\$32.01
Weekly Wage 1 August 2013	\$24.92	\$33.37
Weekly Wage 1 August 2014	\$25.97	\$34.79

**24. MISCELLANEOUS ALLOWANCES**

24.1 Overtime - Meal Allowance

Where an employee is required to work overtime and such overtime is worked for a period of at least two hours in excess of the required daily hours of work, the employee will be provided with a meal free of cost, or will be paid the following sum as meal money:

Effective Date	FPOA 5 December 2012
Rate	\$11.36

24.2 Orderlies employed on boiler firing duties:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Rate per day	\$2.62	\$2.73	\$2.85

24.3 A storeperson required to operate a ride-on power operated tow motor, a ride-on power operated pallet truck or a walk-beside power operated high lift stacker in the performance of his/her duties will be paid the following allowance per hour whilst so engaged:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014

Rate per hour	\$0.55	\$0.57	\$0.60
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- 24.4 A storeperson required to operate a ride - on power operated fork lift, high lift stacker or high lift stock picker or a power operated overhead traversing hoist in the performance of his/her duties will be paid the following allowance per hour whilst so engaged:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Rate per hour	\$0.72	\$0.75	\$0.78

24.5 Leading Hand Allowance

- (a) An employee other than one whose classification encompasses supervision of other employees will be paid the prescribed allowance, in addition to the ordinary wage, for each shift the employee works when rostered on to be in charge for that shift.
- (b) An employee who is not rostered on to be in charge will be paid the prescribed allowance for the whole of the shift if the employee is placed in charge for more than 2 hours on that shift.
- (c) Prescribed allowance

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Not less than 3 and not more than 10 other employees - rate per hour	\$0.68	\$0.71	\$0.74
More than 10 and not more than 20 other employees - rate per hour	\$1.02	\$1.06	\$1.11
More than 20 other employees - rate per hour	\$1.36	\$1.42	\$1.48

24.6 Uniforms and Protective Clothing

- (a) Uniforms

The employer will provide free of charge to each full time employee the following items of clothing:

- (i) Trousers or skirts: 6 items
- (ii) Long or short sleeved shirts: 6 items
- (iii) Jackets or cardigans: 2 items

- (A) Female staff may be provided with 6 dresses in lieu of the items specified in subclause 24.6(a)(i) and 24.6(a)(ii).
- (B) Where a hospital is situated north of 26 degrees south latitude, and by agreement between the employer and Union, jackets and cardigans need not be provided.
- (C) Any employee who may be required to work in the rain or pass through the rain in the course of their work will be provided with a waterproof coat.
- (D) The standard uniform items prescribed in subclause 24.6(a) may be varied by agreement between the employer and the Union where a hospital has the need for particular items of clothing to be worn. In these circumstances each employee will have sufficient number of uniforms to ensure a clean uniform daily.
- (E) No employee will be required to wear stockings or pantyhose.
- (F) All employees must wear a suitable enclosed shoe however the employer will not specify the colour or brand.
- (G) Uniforms provided to employees will at all times remain the property of the employer.
- (H) Part time and casual employees will be entitled to uniforms in sufficient quantity to enable a clean uniform to be worn each day.

(b) Protective Clothing

Without limiting the provisions of this Agreement, employees will be provided with the following items of protective clothing as required:

- (i) Chefs/Cooks/Stewards/Housekeepers - Aprons
- (ii) Gardeners/Outside Workers - 1 oilskin coat every 2 years or other sturdy weatherproof coat and one sun hat
- (iii) Hygiene Orderlies and Handy People - 2 sets of overalls annually.

(c) Laundry

All washable clothing forming part of the uniforms supplied by the employer will:

- (i) be laundered free of cost to the employee; or
- (ii) in lieu of such free laundering the employer may pay the employee the following allowance per week to partly cover the cost of laundering:

Effective Date	FPOA 5 December 2012
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Rate per week	\$3.91
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#### 24.7 Mortuary Attendance Allowance

- (a) If a hospital does not employ a Mortuary Technician (or one is not available) and an employee is required to perform mortuary duties, which includes:
- (i) washing and preparing a body for viewing;
  - (ii) undertaking duties on a body in a decayed state and/or following violent death;
  - (iii) assisting with a post mortem examination;
  - (iv) conducting a viewing where the employee is the only staff member present; and/or
  - (v) assisting police in removing clothing or taking photographs,

the following allowance will be paid for each occasion of service:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Rate per occasion	\$27.95	\$29.14	\$30.38

- (b) The Mortuary Attendance Allowance is not provided when an employee transports a body within a hospital or health service, or collects a body for viewing, or for other duties previously covered by the cadaver allowance.

#### 24.8 Ambulance Allowance

All Purpose Orderlies engaged at Derby, Fitzroy Crossing and Halls Creek who are regularly rostered to undertake ambulance duties will be paid the following all purpose allowance per week whilst so engaged:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Rate per week	\$47.84	\$49.87	\$51.99

#### 24.9 Foul Linen Allowance

- (a) Employees, other than those classified at Level 1/2 or Level 3/4, handling foul linen in the course of their duties will be paid the prescribed rate per hour or any part thereof, to a maximum of the prescribed rate per day.
- (b) Prescribed rate:

Effective Date	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
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Hourly Rate	\$1.22	\$1.27	\$1.33
Daily Rate	\$3.76	\$3.92	\$4.09

**25. SHIFT, WEEKEND AND PUBLIC HOLIDAYS PAYMENT AND ALLOWANCES**

**25.1 Shiftwork Payment**

In addition to the ordinary rate of wage prescribed by this Agreement and where consistent with the provisions contained in Clause 17 - Shiftwork the following will apply:

Loading per hour or pro rata for part thereof paid for ordinary time worked on:	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Afternoon or night shift	\$2.79	\$2.91	\$3.03
Permanent afternoon or permanent night shift	\$4.18	\$4.36	\$4.54

**25.2 Weekend Work Payment**

In addition to the ordinary rate of wage prescribed by this Agreement and where consistent with the provisions contained in Clause 18 - Weekend Work the following will apply:

Loading per hour or pro rata for part thereof paid for ordinary time worked between:	4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
Midnight on Friday and midnight on Saturday	\$11.16	\$11.63	\$12.13
Midnight on Saturday and midnight on Sunday	\$22.37	\$23.32	\$24.31

**25.3 Public Holiday Payment**

(a) In addition to the ordinary rate of wage prescribed by this Agreement and where consistent with the provisions contained in Clause 34 - Public Holidays the following will apply:

Loading payable per hour or pro rata for	4.5% FPOA	4.25% FPOA	4.25% FPOA
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ordinary time worked on:	5 December 2012	1 August 2013	1 August 2014
A day observed as a public holiday	\$34.16	\$35.61	\$37.13
A day observed as a public holiday if employee elects to observe the holiday on another day mutually acceptable to the employer and employee	\$11.16	\$11.63	\$12.13

- b) The additional payments for public holidays specified above, are in substitution for any additional payments for work done on afternoon and/or night shift.

**26. DISTRICT ALLOWANCE**

The terms of the District Allowance (Government Wages Employees) General Agreement 2010 or its replacement apply.

**27. FARES AND TRAVELLING ALLOWANCE**

27.1 Where an employee is required during their normal working hours, by the employer, to work outside their usual place of employment the employer will pay the employee any reasonable travelling expenses incurred except where an allowance is paid in accordance with the following.

27.2 Where an employee is required and authorised to use their own motor vehicle in the course of their duties they will be paid an allowance not less than that provided for in the schedules set out hereunder. Notwithstanding anything contained in this subclause the employer and the employee may make any other arrangements as to car allowance not less favourable to the employee.

27.3 Where an employee in the course of a journey travels through 2 or more of the separate areas, payment at the rates prescribed herein will be made at the appropriate rate applicable to each of the separate areas traversed.

- (a) A year for the purpose of this clause will commence on 1 July and end on the following 30 June.

27.4 Rates of hire for use of employee's own vehicle on employer's business

- (a) Motor Vehicle Allowance

	Engine Displacement (in cubic centimetres)
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	OVER 2600CC	1600 – 2600CC	UNDER 1600CC
Area and Details	Cents	per	Kilometre
Metropolitan Area	89.5	64.5	53.2
South West Land Division	91.0	65.4	54.0
North of 23.5° South Latitude	98.6	70.6	58.3
Rest of State	94.3	67.5	55.6

(b) Motor Cycle Allowances

Distance Travelled During a Year on Official Business	Rate Cents per Kilometre
Rate Per Kilometre	31.0

27.5 Motor vehicles with rotary engines are to be included in the 1600-2600cc category.

27.6 The allowance prescribed in this clause will be varied by the parties in accordance with any movement in the allowances in the Public Service Award 1992.

**28. EMPLOYEES LIVING NORTH OF THE 26 DEGREE SOUTH LATITUDE**

28.1 The conditions and allowances specified in this clause will apply to all employees whose headquarters are located north of the 26 degrees south latitude.

28.2 An employee will receive an additional 5 working days' annual leave on the completion of each 12 months' continuous service in the region provided that no leave loading is paid on additional leave.

28.3 An employee who proceeds on annual leave before having completed the necessary year of continuous service may be given approval for the additional 5 working days' leave, provided the leave is taken at the employer's convenience and provided the employee returns to that region to complete the necessary service.

28.4 Where an employee has served continuously for at least 12 months north of the 26 degrees south latitude, and leaves the region because of promotion or transfer, a pro rata annual leave credit to be cleared at the employer's convenience will be approved on the following basis:

Completed Months of Additional Service in the region after initial year of service	1	2	3	4	5	6	7	8	9	10	11
Pro Rata Additional annual	0	0	1	1	2	2	2	3	3	4	4

leave(working days)												
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28.5 Where payment in lieu of pro rata annual leave is made on the death, resignation or retirement of an employee in the region, in addition to the payment calculated on a 4 week basis, payment may be made for the pro rata entitlement contained in subclause 28.4.

28.6 Employees who are tenants occupying Government Regional Officers' Housing (GROH) houses equipped with gas hot water systems are eligible for a reimbursement relating to the additional cost of having to purchase gas for use in the gas hot water system up to a maximum of \$29.00 per month.

**29. TRANSFER ALLOWANCE**

29.1 Where practicable, at least 14 days' previous written notice will be given to an employee required to transfer from one hospital to another.

29.2 An employee who is transferred from one place to another will be entitled to travelling accommodation between the places of transfer and to full payment of wages during the time of leaving duty and taking up his or her new duties.

29.3 An employee will be allowed the actual cost of any meal purchased while travelling. Meal times will be 8am, 1pm and 6pm. 47 cents for each morning and afternoon tea will be allowed when travelling at 11am and 4pm. Reasonable portage will be allowed. Claims for taxi fares must be supported by receipts for the fares claimed.

29.4 The meal allowance in subclause 29.3 will not be made for journeys completed between the ordinary meal times.

**30. CALL ALLOWANCE (MPS SLEEP SHIFT)**

30.1 Employees in the hostel/lodge setting of an MPS and who are required to remain on the hostel/lodge premises and to respond to resident's calls will be:

- (a) deemed to be on call; and
- (b) paid an on call allowance at the rate prescribed in subclause 30.8 for each such hour.

30.2 Time spent on call will not be regarded as ordinary hours or as time worked for any purpose whatsoever.

30.3 Payment of the on call allowance referred to in subclause 30.1 will be payment for work undertaken by the employee during any continuous period of on call unless the work is in excess of either:

- (a) 1 hour; or

(b) 2 call outs.

30.4 For the purpose of subclause 30.3, time spent by an employee in attending to residents or securing the premises of the employer will be regarded as a call out.

30.5 An employee will not be required to undertake any other duty of employment whilst on call.

30.6 Subject to subclause 30.3, an employee called out to work will be paid at overtime rates for the period of the call out with a minimum payment of 30 minutes, provided that payment is not made twice for the same period.

30.7 An on call period will not exceed 12 hours unless the premises at which the employee is required to remain is the employee's principal place of residence, in which case the employee may be on call for up to 14 hours.

30.8 The hourly on call rate is:

4.5% FPOA 5 December 2012	4.25% FPOA 1 August 2013	4.25% FPOA 1 August 2014
\$7.07	\$7.37	\$7.68

30.9 An employee will not be entitled to the on call allowance prescribed by this clause for any hour in respect of which she or he is entitled to payment for ordinary hours or overtime.

30.10 All other conditions of employment for those employees working in the hostel/lodge setting of an MPS will be in accordance with the rest of this Agreement.

## **31. HIGHER DUTIES**

31.1 An employee who performs duties which carry a higher minimum wage rate than that which the employee usually performs will be entitled to the higher rate while so employed.

31.2 Where such employee is engaged in the higher grade of work for more than 2 hours on any day or shift, the employee will be paid the higher rate for the whole day or shift.

31.3 An All Purpose Orderly who drives in excess of 15 hours per week will be entitled to higher duties payment for such hours in excess of 15 hours per week.

31.4 Higher duties do not apply where an employee is required to act in another position while the permanent employee is on a single accrued day off.

31.5 Higher Duties in Hospital Salaried Officer Positions

(a) If an employee is required to temporarily fulfil, on an hour by hour basis, the role and responsibilities of a hospital salaried officer position:

- (i) the employee will be remunerated for the time worked in the temporary role, at the hourly rate applicable to the classification of the role being temporarily filled;
- (ii) payment is to be made for each hour, or part thereof, the employee is temporarily placed;
- (iii) payment is to be calculated, at the end of each pay period, on the basis of the cumulative time spent undertaking the duties of the temporary placement position in that pay period; and
- (iv) the employee will continue to be subject to all other provisions of this Agreement whilst so placed.

## **32. INTERNATIONAL SPORTING EVENTS LEAVE**

32.1 Special leave with pay may be granted by the employer to an employee chosen to represent Australia as a competitor or official at a sporting event which meets the following criteria:

- (a) it is a recognised international amateur sport of national significance; or
- (b) it is a world or international regional competition; and
- (c) no contribution is made by the sporting organisation towards the normal salary of the employee.

32.2 The employer will make enquiries with the Department of Sport and Recreation on:

- (a) whether the application meets the above criteria; and
- (b) the period of leave to be granted.

## **32A. EMERGENCY SERVICES LEAVE**

32A.1 Subject to operational requirements, paid leave of absence will be granted by the employer to an employee who is an active volunteer member of State Emergency Service, St John Ambulance Australia, Volunteer Fire and Rescue Service, Bush Fire Brigades, Volunteer Marine Rescue Services Groups or FESA Units, in order to allow for attendances at emergencies as declared by the recognised authority.

32A.2 The employer will be advised as soon as possible by an employee, the emergency service, or other person as to the absence and, where possible, the expected duration of leave.

32A.3 The employee must complete a leave of absence form immediately upon return to work.

32A.4 The application form must be accompanied by a certificate from the emergency

organisation certifying that the employee was required for the specified period.

32A.5 An employee who, during the course of an emergency, volunteers their services to an emergency organisation, will comply with subclauses 32A.2, 32A.3 and 32A.4.

## **32B. DEFENCE FORCE RESERVES LEAVE**

32B.1 The employer must grant leave of absence for the purpose of Defence service to an employee who is a volunteer member of the Defence Force Reserves or the Cadet Force. Defence service means service, including training, in a part of the Reserves or Cadet Force.

32B.2 Leave of absence may be paid or unpaid in accordance with the provisions of this clause.

32B.3 Application for leave of absence for Defence service will, in all cases, be accompanied by evidence of the necessity for attendance. At the expiration of the leave of absence granted, the employee will provide a certificate of attendance to the employer.

32B.4 Paid leave

- (a) An employee who is a volunteer member of the Defence Force Reserves or the Cadet Force is entitled to paid leave of absence for Defence service, subject to the conditions set out hereunder.
- (b) Part-time employees will receive the same paid leave entitlement as full-time employees but payment will only be made for those hours that would normally have been worked but for the leave.
- (c) On written application, an employee will be paid salary in advance when proceeding on such leave.
- (d) Casual employees are not entitled to paid leave for the purpose of Defence service.
- (e) An employee is entitled to paid leave for a period not exceeding 105 hours on full pay in any period of 12 months commencing on 1 July in each year.
- (f) An employee is entitled to a further period of leave, not exceeding 16 calendar days, in any period of 12 months commencing on 1 July. Pay for this leave will be at the rate of the difference between the normal remuneration of the employee and the Defence Force payments to which the employee is entitled if such payments do not exceed normal salary. In calculating the pay differential, pay for Saturdays, Sundays, Public Holidays and rostered days off is to be excluded, and no account is to be taken of the value of any board or lodging provided for the employee.

32B.5 Unpaid leave

- (a) Any leave for the purpose of Defence service that exceeds the paid entitlement

prescribed in subclause 32B.4 will be unpaid.

- (b) Casual employees are entitled to unpaid leave for the purpose of Defence service.

#### 32B.6 Use of other leave

- (a) An employee may elect to use annual or long service leave credits for some or all of their absence on Defence service, in which case they will be treated in all respects as if on normal paid leave.
- (b) The employer cannot compel an employee to use annual leave or long service leave for the purpose of Defence service.

### **32C. CULTURAL/CEREMONIAL LEAVE**

32C.1 Cultural/ceremonial leave will be available to all employees.

32C.2 Such leave will include leave to meet the employee's customs, traditional law and to participate in cultural and ceremonial activities.

32C.3 Employees are entitled to time off without loss of pay for cultural/ceremonial purposes, subject to agreement between the employer and employee and sufficient leave credits being available.

32C.4 The employer will assess each application for ceremonial/cultural leave on its merits and give consideration to the personal circumstances of the employee seeking the leave.

32C.5 The employer may request reasonable evidence of the legitimate need for the employee to be allowed time off.

32C.6 Cultural/ceremonial leave may be taken as whole or part days off. Each day or part thereof will be deducted from:

- (a) the employee's annual leave entitlements (where applicable); or
- (b) accrued days off or time in lieu.

32C.7 Time off without pay may be granted by arrangement between the employer and the employee for cultural/ceremonial purposes.

### **32D. PAID LEAVE FOR ENGLISH LANGUAGE TRAINING**

32D.1 Leave during normal working hours without loss of pay will be granted to employees from a non-English speaking background who are unable to meet standards of communication to advance career prospects, who constitute a safety hazard or risk to themselves and/or fellow employees, or who are not able to meet the accepted requirements of the employee's particular occupation or the health industry, to attend



English training conducted by an approved and authorised authority. The selection of employees for training will be determined by consultation between the employer and the Union.

32D.2 Leave will be granted to enable employees selected to achieve an acceptable level of vocational English proficiency. In this respect the tuition content with specific aims and objectives incorporating the pertinent factors at subclause 32D.3 will be agreed between the employer, the Union and the Adult Multicultural Education Services or other approved authority conducting the training.

32D.3 Subject to appropriate needs assessment, participation in training will be on the basis of a minimum of 100 hours per employee per year.

32D.4 The agreed desired proficiency level will take account of the vocational needs of an employee in respect of communication, safety, welfare, and productivity within their current position as well as those positions to which they may be considered for promotion or redeployment. It will also take account of issues in relation to training, retraining and multi-skilling, award restructuring, industrial relations and safety provisions, and equal opportunity employment legislation.

### **33. ANNUAL LEAVE**

33.1 A full time employee is entitled to a period of 4 consecutive weeks (152 hours) annual leave for each year of service.

33.2 A part time employee will accrue annual leave based on the proportion that the average number of hours worked over the accrual period bears to the full time entitlement for annual leave.

33.3 Annual leave accrues on a pro rata weekly basis.

33.4 Shift Workers

(a) An employee whose ordinary hours of work regularly rotate afternoon and/or night shift with day shift as defined in Clause 17 - Shiftwork, will be granted an additional week's leave.

(b) An employee who works afternoon or night shifts, which are not subject to regular rotation, will be granted an additional day's leave (up to an extra 5 days) for each 7 weeks actually worked on afternoon and/or night shift.

(c) An employee who has worked 31 weeks on non-rotating shifts will be granted an additional week's leave.

33.5 Orderlies and ward assistants at Selby Lodge and Graylands are entitled to 5 consecutive weeks of leave.

33.6 Orderlies and ward assistants at Selby Lodge and Graylands will not be eligible for an additional week's leave pursuant to the provisions of subclauses 33.4(a), 33.4(b) and 33.4(c).

33.7 Before starting any period of annual leave each employee will be paid for that period of leave as follows:

- (a) Where an employee has worked less than the full time hours per week specified in Clause 13 - Hours of Work over the accrual period for which annual leave is being taken, the hours for which payment if made will be calculated on an average of the number of hours worked per week during the accrual period.
- (b) Payment will be at the rate of wage the employee would have received had he/she not proceeded on leave, including any shift and weekend penalties.
- (c) Where it is not possible to calculate the shift and weekend penalties the employee would have received, the employee will be paid at the rate of the average of such payments made each week over the four weeks prior to taking the annual leave.
- (d) Where an employee has been on higher duties for at least half of the calendar month before starting leave then they will receive the higher rate of pay while on that leave.

33.8 In addition to the payments contained in subclause 33.7 above, employees on annual leave will be paid leave loading as follows:

- (a) Dental Health Services employees will be paid in addition to their weekly rate of pay, defined in Clause 19 - Classifications and Wage Rates, a loading of 17.5% of the rate of pay for the period of leave.
- (b) All other employees will receive an additional 18.75% leave loading payment calculated on their base rate of pay.
- (c) The exception to this is that employees who receive payment for penalties while on annual leave will receive the 18.75% loading or the penalty payments whichever is the greater.
- (d) Provided that the maximum loading payable for each week of leave will not exceed one quarter of the amount set out in the Australian Bureau of Statistics publication 'average weekly earnings per male employed unit', in Western Australia for the September quarter immediately preceding the date the leave became due, provided further that the limitation will not affect an employee's entitlement to any payments by way of shift or weekend penalties under this subclause.
- (e) The leave loading prescribed by this subclause will not apply on termination to annual leave accrued since an employee's last anniversary date.

33.9 An employee may, with the employer's agreement be allowed to take annual leave before it has accrued.

33.10 An employee will be given at least 4 weeks' notice of the commencement date of their leave.

- 33.11 Annual leave may be taken in 2 portions if requested by the employee, on the condition that no portion will be less than 2 consecutive weeks.
- 33.12 By agreement between the employer and the employee, annual leave may be further split on 1 additional occasion on the condition that no portion will be less than 1 week.
- 33.13 The employer will respond to an application for annual leave within 14 days of the date the application was submitted by the employee.
- 33.14 When an employee requests that their annual leave be split into 2 or 3 portions the employer will make every reasonable effort to accommodate the employee's request.
- 33.15 Employees continue to accrue annual leave while:
- (a) on annual leave
  - (b) on long service leave
  - (c) observing a public holiday prescribed by this Agreement
  - (d) on the first 3 months of sick leave (with or without pay)
  - (e) on the first 6 months of absence due to workers' compensation
- 33.16 When an employee proceeds on the 4 weeks annual leave prescribed in subclause 33.1, there will be no accrual towards an accrued day off.
- 33.17 Accrual towards an accrued day off will continue during any other period of annual leave prescribed by this clause.
- 33.18 At termination of employment employees will be paid 2.92 hours' pay at the rates defined in this clause for each week of annual leave not already taken.
- (a) The exception to this is that orderlies and ward assistants at Selby Lodge and Graylands, who are entitled to an additional week's leave, will be paid 3.65 hours' pay for each week of annual leave not already taken.
  - (b) Leave paid out on termination does not include leave loading on leave which has accrued since the last anniversary date.
- 33.19 If at termination an employee has taken more leave than has been accrued, the employee will pay back that leave. Notwithstanding any other provision of this Agreement the employer may deduct any money owing from the employee's final pay.
- 33.20 Clearance of excessive leave balances
- (a) The employer may give notice to an employee of a requirement to utilise leave credits in excess of 10 weeks.
  - (b) Within 30 days of the date notice is given, the employer and employee will reach agreement on a program of taking leave to progressively reduce, within a 24 month period, the balance to 10 weeks. The program for taking leave will include clearance of the leave accrued during that 24 month period.

- (c) Nothing prevents the employer and an employee agreeing in writing that a balance of more than 10 weeks can be maintained for a specific purpose.

### 34. PUBLIC HOLIDAYS

#### 34.1 Prescribed Public Holidays

- (a) Employees will be entitled to the following holidays without loss of pay:

New Year's Day	Australia Day
Good Friday	Easter Monday
Anzac Day	Labour Day
WA Day	Sovereign's Birthday
Christmas Day	Boxing Day

- (b) Additional or substituted public holidays proclaimed under Section 7 of the *Public and Bank Holidays Act 1972 (WA)* will be observed as public holidays under this Agreement in accordance with the proclamation.

- 34.2 Where any of the listed public holidays fall on a Saturday or a Sunday, the holiday will be observed on the next succeeding Monday.
- 34.3 When Boxing Day falls on a Sunday or a Monday, the holiday will be observed on the next succeeding Tuesday.
- 34.4 The public holiday loading will then be payable on the day on which the respective public holiday is observed.
- 34.5 When any of the above listed public holidays fall during an employee's period of annual leave, the public holiday or public holidays will be observed on the next succeeding work day or days as the case may be after the completion of that period of annual leave.
- (a) The exception to this is that employees at Selby Lodge and Graylands (other than gardening staff) will take the first 5 public holidays occurring in any 12 months period at the conclusion of the next period of annual leave.
- (b) The remaining public holidays are to be taken at a time agreed between the employer and employee within a 12 month period of the public holiday becoming due. If not taken during this time the public holiday will be paid out at the current ordinary rate of pay.
- 34.6 When any public holiday falls on a day when a rostered employee is rostered off duty and the employee has not been required to work on that day, the employee will be paid as if the day was an ordinary working day. However, if the employer agrees, the employee may instead be allowed to take a day's holiday instead of the public holiday,

at a time acceptable to both the employer and the employee.

- (a) Except where rostered employees at Selby Lodge and Graylands (other than gardening staff) are rostered off duty and the employee has not been required to work on that day then the employee will only be allowed to take a day's holiday instead of the public holiday, at a time acceptable to both the employer and the employee.

34.7 When a public holiday falls on a day when an employee is on an accrued day off, the employee will be allowed to take a day's holiday instead of the public holiday on a day immediately following the employee's annual leave or at a time acceptable to both the employer and the employee.

34.8 An employee while on a public holiday will continue to accrue an entitlement to an accrued day off.

34.9 Where public holidays fall during a period of absence due to leave without pay or workers' compensation it will not be a paid holiday except that if the employee is available immediately preceding or following the public holiday then it will be a paid holiday.

34.10 Payment for public holidays for employees covered by this Agreement is contained in Clause 25 - Shift, Weekend and Public Holiday Payment.

## **35. PERSONAL LEAVE**

### **35.1 Introduction**

- (a) The intention of personal leave is to give employees and employers greater flexibility by providing leave for a variety of personal purposes. Personal leave is not to be used for circumstances normally met by other forms of leave.
- (b) Personal leave is not available to casual employees except for unpaid carer's leave as prescribed by subclause 35.21.
- (c) Personal leave will be paid at the ordinary rate of pay provided that, when personal leave is taken for the purposes of:
  - (i) illness or injury (sick leave); or
  - (ii) caring for an immediate family or household member who is sick and requires the employee's care and support (carer's leave);

the rate of pay will include the shift and weekend penalties that they would have received had they not proceeded on personal leave.

### **35.2 Entitlement**

- (a) The employer will credit each permanent full time employee with 114 hours personal leave credits for each year of continuous service of which 98.8 hours

are cumulative and 15.2 hours non-cumulative as follows:

	Personal Leave Cumulative	Personal Leave Non-cumulative
On the day of initial appointment	49.4 hours	15.2 hours
On completion of 6 months' continuous service	49.4 hours	0 hours
On the completion of 12 months' continuous service	98.8 hours	15.2 hours
On the completion of each further period of 12 months' continuous service	98.8 hours	15.2 hours

- (b) Where employees access personal leave, it will be deducted from their non-cumulative entitlement in the first instance.
- (c) An employee employed on a fixed term contract for a period of 12 months or more will be credited with the same entitlement as a permanent employee. An employee employed on a fixed term contract for a period less than 12 months will be credited on a pro rata basis for the period of the contract.
- (d) A part time employee will be entitled to the same personal leave credits as a full time employee, but on a pro rata basis according to the number of hours worked each fortnight. Payment for personal leave will only be made for those hours that would normally have been worked had the employee not been on personal leave.
- 35.3 In the year of accrual the 114 hours personal leave entitlement may be accessed for illness or injury, carer's leave, unanticipated matters or planned matters in accordance with the provisions of this clause. On completion of each year of accrual any unused personal leave from that year up to a maximum of 98.8 hours will be cumulative and added to personal leave accumulated from previous years. Unused non-cumulative leave will be lost on completion of each anniversary year.
- 35.4 Whilst employees are able to access personal leave in accordance with subclause 35.12, access must be consistent with the *Minimum Conditions of Employment Act 1993* (WA).
- 35.5 In accordance with the *Minimum Conditions of Employment Act 1993* (WA) entitlement to paid sick leave, in an anniversary year the number of hours the employee is entitled to use for the purposes of carer's leave is up to 76 hours of this entitlement.
- 35.6 Notwithstanding subclause 35.5, access to carer's leave is not limited to up to 76 hours per anniversary year, where the employee has accumulated personal leave credits in excess of 76 hours.
- 35.7 Personal leave will not be debited for public holidays, which the employee would have observed.

35.8 Personal leave may be taken on an hourly basis.

35.9 Variation of Ordinary Working Hours

- (a) When an employee's ordinary working hours change during an anniversary year personal leave credits are adjusted to reflect the pro rata portion for that anniversary year.
- (b) At the time ordinary working hours change, personal leave credits are adjusted to reflect ordinary working hours up to that point in time as a proportion of the total ordinary working hours for the anniversary year.
- (c) Personal leave is credited pro rata on a weekly basis from the time ordinary working hours change until the next anniversary date such that total hours credited for that anniversary year is on a pro rata basis according to the number of ordinary working hours for the period.

35.10 Reconciliation

- (a) At the completion of an anniversary year, where an employee has taken personal leave in excess of their current and accrued entitlement the unearned leave must be debited at the commencement of the following anniversary year/s.
- (b) The requirements of the *Minimum Conditions of Employment Act 1993 (WA)* must be met at the commencement of the following anniversary year. The remaining portion of debited personal leave, which exceeds the leave credited, is to be debited at the commencement of the subsequent and where necessary following anniversary year/s.
- (c) Where an employee ceases duty and has taken personal leave, which exceeds the leave credited for that anniversary year, the employee must refund the value of the unearned leave, calculated at the rate of salary as at the date the leave was taken. No refund is required in the event of the death of the employee.

35.11 Access

- (a) An employee is unable to access personal leave while on any period of parental leave or leave without pay. An employee is unable to access personal leave while on any period of annual or long service leave, except as provided for in subclauses 35.14 and 35.15.
- (b) If an employee has exhausted all accrued personal leave the employer may allow the employee who has at least 12 months' service to anticipate up to 38 hours' personal leave from next year's credit. If the employee ceases duty before accruing the leave, the value of the unearned portion must be refunded to the employer, calculated at the rate of salary as at the date the leave was taken, but no refund is required in the event of the death of the employee.
- (c) In exceptional circumstances the employer may approve the conversion of an employee's personal leave credits to half pay to cover an absence on personal

leave due to illness.

### 35.12 Application for Personal Leave

- (a) Reasonable and legitimate requests for personal leave will be approved subject to available credits. Subject to subclause 35.2 the employer may grant personal leave in the following circumstances:
  - (i) Where the employee is ill or injured;
  - (ii) To be the primary care giver of a member of the employee's family or household who is ill or injured and in need of immediate care and attention;
  - (iii) For unanticipated matters of a compassionate or pressing nature which arise without notice and require immediate attention; or
  - (iv) By prior approval of the employer, having regard for agency requirements and the needs of the employee, planned matters where arrangements cannot be organised outside of normal working hours or be accommodated by the utilisation of flexible working hours or other leave. Planned personal leave will not be approved for regular ongoing situations.
- (b) Employees must complete the necessary application and clearly identify which of the above circumstances apply to their personal leave request.
- (c) The definition of family will be the definition contained in the *Equal Opportunity Act 1984 (WA)* for "relative". That is, a person who is related to the employee by blood, marriage, affinity or adoption and includes a person who is wholly or mainly dependent on, or is a member of the household of, the employee.
- (d) Where practicable, the employee must give reasonable notice prior to taking leave. Where prior notice cannot be given, notice must be provided as early as possible after commencement of the shift. Where possible, an estimate of the period of absence from work will be provided.

### 35.13 Evidence

- (a) An application for personal leave exceeding 2 consecutive working days will be supported by evidence that would satisfy a reasonable person of the entitlement.
- (b) In general, supporting evidence is not required for single or 2 consecutive day absences. However, where the employer has good reason to believe that the absence may not be reasonable or legitimate, the employer may request evidence be provided. The employer must provide the employee with reasons for requesting the evidence. The leave will not be granted where the absence is not reasonable or legitimate.
- (c) Personal leave will not be granted where an employee is absent from duty



because of personal illness attributable to the employee's serious and wilful misconduct in the course of the employee's employment.

- (d) Where the employer has reasonable grounds to believe that the employee's illness is due to serious and wilful misconduct in the course of the employee's employment, the employer may require the employee to submit to a medical examination by a medical practitioner of the employer's choice, which the employee must attend. Where it is reported that the absence is because of illness caused by serious and wilful misconduct of the employee in the course of their employment, or the employee fails without reasonable cause to attend the medical examination, the fee for the examination must be deducted from the employee's salary and personal leave will not be granted.
- (e) If the employer has reason to believe that an employee is in such a state of health as to render a danger to themselves, fellow employees or the public, the employee may be required to obtain and furnish a report as to the employee's condition from a registered medical practitioner nominated by the employer. The fee for any such examination will be paid by the employer.

#### 35.14 Re-crediting Annual Leave

Where an employee is ill during the period of annual leave and produces at the time, or as soon as practicable thereafter, medical evidence to the satisfaction of the employer that as a result of the illness the employee was confined to their place of residence or a hospital for a period of at least 7 consecutive calendar days, the employer may grant personal leave for the period during which the employee was so confined and reinstate annual leave equivalent to the period of confinement.

#### 35.15 Re-crediting Long Service Leave

Where an employee is ill during the period of long service leave and produces at the time, or as soon as practicable thereafter, medical evidence to the satisfaction of the employer that as a result of illness the employee was confined to their place of residence or a hospital for a period of at least 14 consecutive calendar days, the employer may grant personal leave for the period during which the employee was so confined and reinstate long service leave equivalent to the period of confinement.

#### 35.16 Personal Leave Without Pay Whilst Ill or Injured

- (a) Employees who have exhausted all of their personal leave entitlements and are ill or injured may apply for personal leave without pay. Employees are required to complete the necessary application and provide evidence to satisfy a reasonable person. The employer will not unreasonably withhold this leave.
- (b) Personal leave without pay not exceeding a period of three months in a continuous absence does not affect salary increment dates, anniversary date of sick leave credits, long service leave entitlements or annual leave entitlements. Where a period of personal leave without pay exceeds three months in a continuous absence, the period in excess of 3 months is excised from qualifying service.
- (c) Personal leave without pay is not available to employees who have exhausted

all of their personal leave entitlements and are seeking leave for circumstances outlined in parts (ii), (iii) or (iv) of subclause 35.12(a). However, other forms of leave including leave without pay may be available.

### 35.17 Other Conditions

- (a) Where an employee who has been retired from the Public Sector on medical grounds resumes duty therein, personal leave credits at the date of retirement will be reinstated. This provision does not apply to an employee who has resigned from the Public Sector and is subsequently reappointed.
- (b) Unused personal leave will not be cashed out or paid out when an employee ceases their employment.

### 35.18 Workers' Compensation

Where an employee suffers a disease or injury within the meaning of section 5 of the *Workers' Compensation and Injury Management Act 1981* (WA) which necessitates that employee being absent from duty, personal leave with pay will be granted to the extent of personal leave credits. In accordance with section 80 (2) of the *Workers' Compensation and Injury Management Act 1981* (WA) where the claim for workers' compensation is decided in favour of the employee, personal leave will be reinstated and the period of absence will be granted as leave without pay.

### 35.19 Portability

- (a) The employer will credit a new employee with additional personal leave credits up to the balance held at the date that employee ceased previous employment provided that:
  - (i) immediately prior to commencing employment in WA Health, the employee was employed in the service of:
    - (A) the WA Public Sector; or
    - (B) any other State or Territory of Australia where there is reciprocity of recognition and transfer of leave entitlements; or
    - (C) the Commonwealth Government of Australia where there is reciprocity of recognition and transfer of leave entitlements; and
  - (ii) the employee's employment with WA Health commenced no later than 1 week after ceasing previous employment; and
  - (iii) the personal leave credited will be no greater than that which would have applied had the entitlement accumulated whilst employed in the Public Sector.
- (b) The maximum break in employment permitted by subclause 35.19(a)(ii) may be varied by the approval of the employer provided that where employment with WA Health commenced more than 1 week after ceasing the previous employment, the period in excess of 1 week does not exceed the amount of

accrued and pro rata annual leave paid out at the date the employee ceased with the previous employer.

#### 35.20 Travelling Time for Regional Employees

- (a) Subject to the evidentiary requirements set out in subclause 35.13, a regional employee who requires medical attention at a medical facility in Western Australia located 240 km or more from their workplace will be granted paid travel time undertaken during the employee's ordinary working hours up to a maximum of 38 hours per annum.
- (b) The employer may approve additional paid travel time to a medical facility in Western Australia where the employee can demonstrate to the satisfaction of the employer that more travel time is warranted.
- (c) The provisions of subclause 35.20(a) and (b) are not available to employees while on leave without pay or personal leave without pay.
- (d) The provisions of subclause 35.20(a) and (b) apply as follows.
  - (i) An employee employed on a fixed term contract for a period greater than 12 months, will be credited with the same entitlement as a permanent employee for each full year of service and pro rata for any residual portion of employment.
  - (ii) An employee employed on a fixed term contract for a period less than 12 months will be credited with the same entitlement on a pro-rata basis for the period of employment.
  - (iii) A part time employee will be entitled to the same entitlement as a full time employee for the period of employment, but on a pro-rata basis according to the number of ordinary hours worked each fortnight.
- (e) The provisions do not apply to casual employees.

#### 35.21 Unpaid Carer's Leave

- (a) Subject to the provisions of subclause 35.21(b), an employee, including a casual employee, is entitled to unpaid carer's leave of up to 2 days for each occasion (a "permissible occasion") on which a member of the employee's family or household requires care or support because of:
  - (i) an illness or injury of the member; or
  - (ii) an unexpected emergency affecting the member; or
  - (iii) the birth of a child of the member.
- (b) An employee is entitled to unpaid carer's leave for a particular permissible occasion only if the employee cannot take paid carer's leave during the period.
- (c) The definition of family is the same as provided for at subclause 35.12(c).

- (d) The employer may grant an employee unpaid carer's leave in excess of 2 days.
- (e) Unpaid carer's leave may be taken on an hourly basis.

### **36. DONOR LEAVE**

#### **36.1 Blood or Plasma Donation**

Subject to operational requirements, employees will be entitled to absent themselves from the workplace in order to donate blood or plasma in accordance with the following general conditions:

- (a) prior arrangements with the supervisor has been made and at least 2 days' notice has been provided; or
- (b) the employee is called upon by the Red Cross Blood Centre.

36.2 The notification period will be waived or reduced where the line manager is satisfied that operations would not be unduly affected by an employee's absence.

36.3 Employees will be required to provide proof of attendance at the Red Cross Blood Centre upon return to work.

36.4 Employees will be entitled to 2 hours of paid leave per donation for the purpose of donating blood or plasma to the Red Cross Blood Centre.

#### **36.5 Organ or Tissue Donation**

- (a) Subject to the production of appropriate evidence, an employee will be entitled to up to 6 weeks' paid leave for the purpose of donating an organ or body tissue.
- (b) Provided that where this paid leave is not sufficient and upon the production of a medical certificate, an employee may access their accrued personal leave or other paid leave in order to cover their absence.

### **37. BEREAVEMENT LEAVE**

37.1 An employee, including casual employees, will on the death of a spouse, de-facto spouse, partner, parent, parent-in-law, step-parent, grandparent, brother, sister, child, step-child or grand child or any other person who immediately before that person's death, lived with the employee as a member of the employee's family or household be entitled to 2 days' bereavement leave.

37.2 The exceptions to this are:

- (a) where that payment in respect of bereavement leave is to be made only where the employee otherwise would have been on duty and will not be granted in any case where the employee concerned would have been off duty in

accordance with their roster, or on long service leave, annual leave, personal leave, workers' compensation, leave without pay, or on a public holiday.

- (b) an employee will not be entitled to claim payment of bereavement leave on a day when that employee is absent on an accrued day off.

37.3 The 2 days need not be consecutive.

37.4 On request, reasonable proof of the entitlement will be provided to the employer.

37.5 An employee, whilst on bereavement leave prescribed by this clause, will continue to accrue an entitlement to an accrued day off.

## **38. LONG SERVICE LEAVE**

### **38.1 Long Service Leave Entitlement**

Subject to the conditions of this clause all employees will become entitled to 13 weeks' long service leave after:

- (a) a period of 10 years' continuous service; and
- (b) each further period of 7 years' continuous service.

38.2 When an employee proceeds on long service leave there will be no accrual towards an accrued day off.

### **38.3 Service Counted for Long Service Leave**

- (a) For the purpose of these conditions "service" means service as an employee of a Western Australian Public Sector employer and will be deemed to include:
  - (i) absence of the employee on an annual leave or public holidays.
  - (ii) absence of the employee on paid personal leave or on an approved rostered day off.
  - (iii) absence of the employee on approved personal leave without pay except that portion of a continuous absence which exceeds 3 months.
  - (iv) absence of the employee on approved leave without pay, other than personal leave but not exceeding 2 weeks in any qualifying period.
  - (v) absence of the employee on National Service or other military training, but only if the difference between the employee's military pay and their civilian pay is made up or would, but for the fact that their military pay exceeds their civilian pay, be made up by their employer.
  - (vi) absence of the employee on workers' compensation for any period not exceeding 6 months;

- (vii) absence of the employee on long service leave;
  - (viii) absence of an employee on approved leave to attend Trade Union training courses or on approved leave to attend Trade Union business; and
  - (ix) employment in the service of the Commonwealth or another State of Australia as provided in subclause 38.13.
- (b) The service of an employee will be deemed not to include:
- (i) service of an employee after the day on which they have become entitled to 26 weeks' long service leave until the day on which they commence the taking of 12 weeks of that leave;
  - (ii) any period of service with an employer of less than 12 months. Provided that where an employee has service of a month or more but less than 12 months immediately prior to being transferred by one State Government employer to another; becoming redundant or qualifying for pro rata payments in lieu of leave pursuant to subclause 38.9, such period of service will count;
  - (iii) any period during which an employee has been paid as a casual; or
  - (iv) any other absence of the employee except such absences as are included in service by virtue of subclause 38.3(a).
- (c) Subject to the provisions of clause 38.3(a) and 38.3(b), the service of an employee will not be deemed to have been broken;
- (i) by resignation, if they resigns from one public authority in this State within 1 working week of the expiration of any period for which payment in lieu of annual leave and/or public holidays has been made by the employer from which the employee resigned, or, if no such payment has been made, within 1 working week of the day on which their resignation becomes effective;
  - (ii) if their employment is ended by their employer for any reason other than serious misconduct, but only if:
    - (A) the employee resumes employment with the Government not later than 6 months from the day on which their employment ended; and
    - (B) payment pursuant to subclause 38.9, has not been made; or
  - (iii) by any absence approved by the employer as leave whether with or without pay.

#### 38.4 Taking of Long Service Leave

- (a) Long service leave will be taken at a time convenient to the employer but not

less than 30 days' notice will be given to each employee of the day on which their long service leave commences, except in cases where the employee and the employer agree to a lesser period of notice or in other exceptional circumstances.

- (b) Long service leave must be commenced within 6 months of becoming due unless written permission of the employer is obtained for postponement. Provided that where the employer and employee have agreed that the leave period will be taken in more than 1 portion, the final portion of leave must be taken prior to the accrual of the subsequent entitlement.
- (c) Long service leave may be taken in single days by agreement between the employer and the employee.

#### 38.5 Public Holidays Falling during Long Service Leave

Any public holiday occurring during an employee's absence on long service leave will be deemed to be a portion of the long service leave and extra days in lieu thereof will not be granted.

#### 38.6 Alternative Employment during Long Service Leave

- (a) No employee is to undertake any form of employment for hire or reward during long service leave, without the written approval of the employer. Contravention of this subclause may be followed by disciplinary action which may include dismissal.
- (b) Notwithstanding subclause 38.6(a), an employee may work casual shifts during a period of long service leave with the written approval of the employer.

#### 38.7 Effect of Termination of Employment on Payment in Lieu of Long Service Leave

An employee who has become entitled to long service leave in accordance with subclause 38.1, and whose employment is ended before that leave is taken will be granted payment in lieu of that leave unless they have been dismissed for an offence committed prior to the day on which they became entitled to that leave.

#### 38.8 Entitlement to Long Service Leave on Death of Employee

If an employee who has become entitled to long service leave in accordance with subclause 38.1 dies before taking that leave, and leaves their spouse, children, parent or invalid brother or sister dependent on them, payment will be made to such spouse or other dependant.

#### 38.9 Pro Rata Long Service Leave

- (a) If the employment of an employee ends before they have completed the first or further qualifying periods in accordance with subclause 38.1, payment in lieu of long service leave proportionate to their length of service will not be made unless the employee:
  - (i) has completed a total of at least 3 years' continuous service and their

employment has been ended by their employer for reasons other than serious misconduct; or

- (ii) is not less than 55 years of age and resigns but only if the employee has completed a total of not less than 12 months' continuous service prior to the day from which the resignation has effect; or
- (iii) has completed a total of not less than 12 months' continuous service and their employment has been ended by their employer on account of incapacity due to old age, ill health or the result of an accident; or
- (iv) dies after having served continuously for not less than 12 months before their death and leaves their spouse, children, parent or invalid brother or sister dependent on them, in which case the payment will be made to such spouse or other dependant.

38.10 Notwithstanding the provisions of subclauses 38.9(a)(i) and 38.9(a)(iii), an employee whose position has become redundant and who refuses an offer by the employer of reasonable alternative employment or who refuses to accept transfer in accordance with the terms of their employment, will not be entitled to payment in lieu of long service leave proportionate to their length of service.

38.11 For the purpose of subclause 38.9(a)(iii), a medical referee will, if there is disagreement between the employee's doctor and the employer's doctor as to the employee's incapacity, be selected from an appropriate panel of doctors by agreement between the employer and employee.

38.12 Rate of Pay during Long Service Leave

- (a) Subject to the provision of this clause an employee will be paid during long service leave at their permanent classification rate of pay.
- (b) Except where otherwise approved by the employer, the rate of pay of an employee will be deemed to be the ordinary rate of pay applicable to their permanent classification.
- (c) If an employee has been employed in one or more positions each of which carries a higher rate than their permanent classified rate for a continuous period of 12 months ending not earlier than 2 weeks before the day on which they commence long service leave, or is paid pro rata in lieu of leave in accordance with subclause 38.9, the rate which they have received for the greatest proportion of that 12 month period will, for the purpose of this clause, be deemed to be their permanent classified rate.
- (d) If any variation occurs in the ordinary rate of pay applicable to an employee during the period when they are on long service leave, the employee's rate of pay will be varied accordingly and, if the employee has been paid in full for the leave prior to commencement, payments will be adjusted as soon as practicable after the employee resumes work.
- (e) District allowance will not be paid during long service leave unless the family or dependants of the employee remain in the district.



## Part Time Employee

- (f) A part time employee, who during a qualifying period has been continuously employed on both full time and part time employment, may elect to take 13 weeks' long service leave at a rate determined by the proportion of service on a part time basis to that on a full time basis or to take a lesser period than 13 weeks calculated by converting the part time service to equivalent full time service so that the employee qualifies for 13 weeks' long service leave at the full time rate of pay.
- (g) If the hours of a part time employee have varied, they will be paid a rate based on the average number of hours worked over the full qualifying period.
- (h) A full time employee, who during a qualifying period has been continuously employed on both full time and part time employment, may elect to take 13 weeks' long service leave at the rate determined by the proportion of service on a part time basis to that on a full time basis or to take lesser period than 13 weeks calculated by converting the part time service to the equivalent full time service, or to work such additional time as will effectively make up the part time service into full time service so that the employee qualifies for 13 weeks' long service leave at the full time rate.
- (i) A part time employee, who during the qualifying period has been continuously employed on both part time and full time employment, will be paid at a rate determined by the proportion of service on a part time basis to that on a full time basis.
- (j) The provisions of this clause will not apply with respect to any part time service for which the employee has received additional remuneration to compensate for or in lieu of long service leave.

### 38.13 Portability of Long Service Leave

- (a) Subject to subclause 38.13(a)(ii), where an employee was, immediately prior to being engaged by WA Health, employed in the service of the Commonwealth of Australia, any other State or Territory Government of Australia, or any Western Australian Public Sector employer, and that employment was continuous with this service as defined by this clause, that employee will be entitled to long service leave, providing there is an equivalent reciprocal arrangement with that other jurisdiction that recognises service, determined in the following manner.
  - (i) Service with the previous employer will be converted into service for the purpose of these conditions by calculating the proportion that the service with the previous employer bears to a full qualifying period in accordance with the provisions of these conditions.
  - (ii) Service with the State necessary to complete a qualifying period for an entitlement of long service leave will be calculated in accordance with the provisions of these conditions.
  - (iii) An employee will not become entitled to long service leave or payment

for long service leave unless they have completed 3 years' continuous service with the State.

- (iv) Where an employee would, but for the provisions of 38.13(a)(ii), have become entitled to long service leave before the expiration of 3 years' continuous service with the State, service subsequent to that date of entitlement will count towards the next grant of long service leave.
- (v) No employee will be entitled to the benefit of this clause if service with the previous employer was terminated for reasons which would entitle that employer to dismiss the employee without notice.
- (vi) Nothing in these conditions confers on any employee previously employed by the Commonwealth or another State or Territory Government of Australia any entitlement to a complete period of long service leave that accrued prior to the date on which the employee was employed by the State.

#### 38.14 Employee Ill during Long Service Leave

- (a) Where an employee, through personal ill health, is confined to their place of residence or a hospital for a continuous period of 14 days or more during any period of long service leave and such confinement is certified by a duly qualified medical practitioner, such period will be considered personal leave and subject to the provisions of this Agreement.
- (b) The period during long service leave for which paid personal leave due to personal illness or injury has been approved will be given as additional long service leave at a time convenient to the employer.

### 39. MATERNITY LEAVE

#### 39.1 Eligibility

- (a)
  - (i) A pregnant permanent, fixed term contract or eligible casual employee is entitled to unpaid Maternity Leave on the birth of a child.
  - (ii) The period of leave for a fixed term contract employee will not extend beyond the term of that contract.
  - (iii) An employee is eligible, without concluding their Maternity Leave and resuming duty, for subsequent periods of Maternity Leave, including Paid Maternity Leave, in accordance with the provisions of this clause.
- (b) A pregnant permanent or fixed term employee must have completed 12 months' continuous service in the Western Australian public sector as defined under the *Public Sector Management Act 1994 (WA)* immediately preceding the Maternity Leave in order to receive the forms of paid leave as provided for by this clause.

- (c) An employee on a period of leave without pay unrelated to Maternity Leave, Adoption Leave or Other Parent Leave must resume duties prior to being entitled to Paid Maternity Leave in accordance with the eligibility requirements.
- 39.2
- (a) A pregnant eligible casual employee is entitled to unpaid Maternity Leave only.
  - (b) For the purposes of this clause an “eligible casual employee” means a casual employee employed by the employer:
    - (i) on a regular and systematic basis for several periods of employment with a break of no more than 3 months between each period of employment and where the combined length of the periods of employment are at least 12 months and the breaks of employment were the result of the employer’s initiative; or
    - (ii) on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months; and, but for the birth or adoption of a child, the employee has a reasonable expectation of continuing engagement on a regular and systematic basis.
  - (c) Service performed by an eligible casual employee for a public sector employer will count as service for the purposes of determining 12 months’ continuous service as per subclauses 39.1 and 39.2 where:
    - (i) the eligible casual employee has become a permanent or fixed term contract employee with the employer; and
    - (ii) the break between the period of eligible casual employment and permanent or fixed term contract employment is no more than 3 months.
- 39.3 Notice Requirements
- (a) An eligible employee will give at least 8 weeks’ written notice of:
    - (i) their intention to proceed on paid or unpaid Maternity Leave;
    - (ii) the date the employee proposes to commence paid or unpaid Maternity Leave; and
    - (iii) the period of leave to be taken.
  - (b) An employee who has given their employer notice of their intention to take Maternity Leave will provide the employer with a medical certificate from a registered medical practitioner naming the employee, confirming the pregnancy and the estimated date of birth.
  - (c) An employee is not in breach of subclause 39.3(a) by failing to give the required period of notice if such failure is due to the birth of the child taking place prior to the date the employee had intended to proceed on Maternity

Leave.

- (d) An employee proceeding on Maternity Leave may elect to take a shorter period of Maternity Leave to that provided by this clause and may at any time during that period elect to reduce or seek to extend the period stated in the original application, provided 4 weeks' written notice is provided.

#### 39.4 General Entitlement to Maternity Leave

- (a) Subject to the requirements of this clause an eligible employee is entitled to 52 weeks' unpaid Maternity Leave.
- (b)
  - (i) Subject to the requirements of this clause an eligible employee is entitled to 14 weeks' Paid Maternity Leave that will form part of the 52 week unpaid entitlement;
  - (ii) The 14 week period of Paid Maternity Leave is inclusive of any public holidays falling within that time;
  - (iii) The period of Paid Maternity Leave can be extended by the employee taking double the leave on half-pay and its effect is in accordance with subclause 39.14.
- (c) An employee must take Maternity Leave in one continuous period with the exception of Special Temporary Employment or Special Casual Employment pursuant to subclause 39.12.
- (d) Except for leave provided under Clause 39C - Partner Leave, only one parent can proceed on Maternity, Adoption or Other Parent Leave at any one time.
- (e) Where less than the 52 weeks' Maternity Leave is taken paid or unpaid, the unused portion of the leave cannot be banked or preserved in any way.
- (f)
  - (i) Notwithstanding subclause 39.4(c), Paid Maternity Leave may be taken in more than one period by an employee who meets the requirements of subclause 39.5(d).
  - (ii) Unpaid Maternity Leave may be taken in more than one continuous period where the employee undertakes special temporary employment or special casual employment in accordance with subclause 39.12 - Employment during Unpaid Maternity Leave. In these circumstances, the provisions of subclause 39.12 - Employment during Unpaid Maternity Leave, will apply.
- (g)
  - (i) Where both employees are employed in the WA Public Sector, an entitlement to paid or unpaid Maternity Leave, Adoption Leave or Other Parent Leave or parental leave provided for by another industrial agreement can be shared.
  - (ii) The entitlement provided to the employees will not exceed the paid Maternity, Adoption or Other Parent Leave quantum for one employee or its half pay equivalent.

- (iii) The employees may only proceed on paid and/or unpaid Maternity, Adoption or Other Parent Leave at the same time in exceptional circumstances with the approval of the employer or as provided for under subclause 39.5(d). This does not prevent an employee from taking paid or unpaid Partner Leave as prescribed by Clause 39C - Partner Leave.

### 39.5 Payment for Paid Maternity Leave

- (a)
  - (i) Subject to subclause 39.5(c) a full time employee proceeding on Paid Maternity Leave is to be paid according to their ordinary working hours at the time of commencement of Maternity Leave. Shift and weekend penalty payments are not payable during Paid Maternity Leave.
  - (ii) Subject to subclause 39.5(c) payment for a part time employee is to be determined according to an average of the hours worked by the employee over the preceding 12 months; or their ordinary working hours at the time of commencement of Maternity Leave, exclusive of shift and weekend penalties, whichever is greater.
- (b) An employee may elect to receive pay in advance for the period of Paid Maternity Leave at the time the Maternity Leave commences, or may elect to be paid the entitlement on a fortnightly basis over the period of the Paid Maternity Leave.
- (c) An employee in receipt of a higher duties allowance for a continuous period of 12 months immediately prior to commencing Paid Maternity Leave, is to continue to receive the higher duties allowance for the first 4 weeks of Paid Maternity Leave.
- (d) An employee is entitled to remain on Paid Maternity Leave if the pregnancy results in other than a live child; or the employee is incapacitated following the birth of the child; or the child dies or is hospitalised such that the employee or the employee's partner is not providing principal care to the child.
- (e) Where an employee is on a period of half pay Maternity Leave and their employment is terminated through no fault of the employee, the employee will be paid out any period of unused Paid Maternity Leave equivalent to the period of leave the employee would have accessed had they been on full pay Maternity Leave when their termination occurred.
- (f) An employee eligible for a subsequent period of Paid Maternity Leave as provided for under subclause 39.1(a)(iii) will be paid the Maternity Leave as follows:
  - (i) According to the employee's status, classification and ordinary working hours at the time of commencing the original period of Paid Maternity Leave; and
  - (ii) Not affected by any period of Special Temporary Employment or Special Casual Employment undertaken in accordance with subclause

39.12.

39.6 Commencement of Maternity Leave

- (a) The period of leave can commence up to 6 weeks prior to the expected date of birth of the child.
- (b)
  - (i) If the employer has reason to believe that the continued performance of duties by a pregnant employee renders a danger to herself, fellow employees or the public, the employee may be required to obtain and provide a medical certificate stating that the employee is fit to work in her present position for a stated period.
  - (ii) The employer will pay the fee for any such examination.
  - (iii) Where an employee is deemed to be unfit to work in her present position, the provisions of subclause 39.7 may apply.
- (c)
  - (i) Where the pregnancy of an employee terminates other than by the birth of a living child, not earlier than 20 weeks before the expected date of the birth, the entitlement to Paid Maternity Leave remains intact and subject to the eligibility requirements of this clause.
  - (ii) Such paid Maternity Leave cannot be taken concurrently with any paid personal leave taken in this circumstance.
- (d) The period of Paid Maternity Leave must be concluded within 12 months of the birth of the child.
- (e)
  - (i) The employer may, in exceptional circumstances, allow an employee to take Paid Maternity Leave that will result in the employee being on Paid Maternity Leave more than 12 months after the birth of the child.
  - (ii) An employer may require evidence that would satisfy a reasonable person that the circumstances warrant allowing the employee to take their period of Paid Maternity Leave such that it would result in the employee being on Paid Maternity Leave more than 12 months after the birth of the child.

39.7 Modification of Duties and Transfer to a Safe Job

- (a)
  - (i) A pregnant employee may work part time in one or more periods whilst she is pregnant where she provides her employer with a medical certificate from a medical practitioner advising that part time employment is, because of her pregnancy, necessary or preferable.
  - (ii) The terms of part time employment undertaken in accordance with subclause 39.7(a)(i) will be in writing.
  - (iii) Such employment will be in accordance with the part time employment provisions in subclause 11.3.

- (b) In the absence of an alternative requirement, and unless otherwise agreed between an employer and employee, an employee will provide their employer with 4 weeks' written notice of an intention to:
  - (i) vary part time work arrangements made under subclause 39.7(a); or
  - (ii) revert to full time employment during the employee's pregnancy.
- (c) An employee reverting to full time employment in accordance with subclause 39.7(b)(ii) will be entitled to the same position or a position equivalent in pay, conditions and status and commensurate with the employee's skill and abilities as the substantive position held immediately prior to undertaking part time employment.
- (d) If an employee gives her employer a medical certificate from a medical practitioner, or some other form of evidence that would satisfy a reasonable person, and it contains a statement to the effect that the employee is fit to work, but that it is inadvisable for her to continue in her present position for a stated period because of:
  - (i) illness, or risks, arising out of her pregnancy; or
  - (ii) hazards connected with that position;

then the employer must modify the duties of the position or alternatively transfer the employee to a safe job at the same classification level for the period during which she is unable to continue in her present position.
- (e) If an employee's employer does not think it to be reasonably practicable to modify the duties of the position or transfer the employee to a safe job;
  - (i) the employee is entitled to be absent from the workplace on full pay for the period during which she is unable to continue in her present position.
  - (ii) An entitlement to be absent from the workplace on full pay as at subclause 39.7(e)(i) applies to an eligible casual employee.
  - (iii) An employee who is absent from work pursuant to this subclause will be paid the amount she would reasonably have expected to be paid if she had worked during that period.
- (f) An entitlement to be absent from the workplace on full pay is in addition to any leave entitlement the employee has.
- (g) An entitlement to be absent from the workplace on full pay ends at the earliest of whichever of the following times is applicable:
  - (i) the end of the period stated in the medical certificate;
  - (ii) if the employee's pregnancy results in the birth of a living child – the end of the day before the date of birth; or

- (iii) if the employee's pregnancy ends otherwise than with the birth of a living child – the end of the day before the end of the pregnancy.

#### 39.8 Interaction with Other Leave Entitlements

- (a) An employee proceeding on unpaid Maternity Leave may elect to substitute any part of that leave with accrued annual and/or accrued long service leave.
- (b) Where annual and/or long service leave is substituted that leave will form part of the 52 weeks' Maternity Leave entitlement.
- (c) An employee proceeding on unpaid Maternity Leave may elect to substitute all or part of that leave with time off in lieu of overtime and/or accrued days off to which the employee is entitled subject to the provisions Clause 14 - Hours of Work - Accrued Days Off and Clause 16 - Overtime.
- (d) Personal leave is not payable on a period of paid or unpaid Maternity Leave.

#### 39.9 Extended Unpaid Maternity Leave

- (a) Subject to all other available leave entitlements being exhausted, an employee will be entitled to apply for leave without pay following Maternity Leave ("extended unpaid Maternity Leave") to extend their leave by up to two years.
- (b) Where both parents work for the WA Public Sector the total combined period of extended unpaid Maternity, Adoption and extended Other Parent Leave will not exceed two years.
- (c) The employer is to agree to a request for extended unpaid Maternity Leave unless:
  - (i) the employer is not satisfied that the request is genuinely based on the employee's parental responsibilities; or
  - (ii) agreeing to the request would have an adverse impact on the conduct of operations or business of the employer and those grounds would satisfy a reasonable person.
- (d) The employer is to give the employee written notice of the employer's decision on a request for extended unpaid Maternity Leave under subclause 39.9(a). If the request is refused, the notice is to set out the reasons for the refusal.
- (e) An employee who believes their request for extended unpaid Maternity Leave under subclause 39.9 has been unreasonably refused may seek to enforce it as a minimum condition of employment and the onus will be on the employer to demonstrate that the refusal was justified in the circumstances.

#### 39.10 Communication during Maternity Leave

- (a) If the employer makes a decision that will have a significant effect on the status, responsibility level, pay or location of an employee's position whilst on Maternity Leave, the employer must take all reasonable steps to give the



employee information about, and an opportunity to discuss, the effect of the decision on that position.

- (b) An employee will also notify the employer of changes of address or other contact details that might affect the employer's capacity to comply with subclause 39.10(a).

#### 39.11 Replacement Employee

- (a) Should a replacement employee be engaged, the replacement employee is to be informed prior to engagement of the fixed-term nature of the employment and of the rights of the employee, who is being replaced, including that the engagement may be subject to variation according to subclause 39.3(d) and ability to extend unpaid Maternity Leave as provided for under subclause 39.9.

#### 39.12 Employment during Unpaid Maternity Leave

##### (a) Special Temporary Employment

- (i) For the purposes of this subclause, "temporary" means employment of an intermittent nature; for a limited, specified period; and undertaken during unpaid Maternity Leave or extended unpaid Maternity Leave.
- (ii) Notwithstanding any other provision of the Maternity Leave clause, an employee may be employed by their employer on a temporary basis provided that:
  - (A) both parties agree in writing to the special temporary employment;
  - (B) in the case of a fixed term contract employee, the period of the special temporary employment is within the period of the current fixed term contract;
  - (C) any such period of service will not change the employee's employment status in regard to their substantive employment; and
  - (D) any period of special temporary employment will count as qualifying service for all purposes.

##### (b) Special Casual Employment

- (i) For the purposes of subclause 39.12, "casual" means employment on an hourly basis for a period not exceeding 4 weeks in any period of engagement for which a casual loading is paid. It excludes employment undertaken in accordance with subclause 39.12(a) - Special Temporary Employment.
- (ii) An employee can be engaged on special casual employment provided that:

- (A) both parties agree in writing to the special casual employment;
  - (B) employees are employed at the level commensurate to the level of the available position under this Agreement;
  - (C) in the case of a fixed term contract employee, the period of the casual employment is within the period of the current fixed term contract;
  - (D) any such period of service will not break the employee's continuity of service nor change the employee's employment status in regard to their substantive employment; and
  - (E) any period of special casual employment will not count as qualifying service other than with respect to entitlements a casual employee would ordinarily be entitled to for any other purpose under any relevant award, agreement or industrial instrument.
- (c) The provisions of this clause only apply to employment during unpaid Maternity Leave, and extended unpaid Maternity Leave taken in conjunction with Maternity Leave as provided for in subclause 39.9.
- (d) An employer cannot engage an employee in special temporary employment or special casual employment whilst the employee is on a period of Paid Maternity Leave, annual leave, or long service leave taken concurrently with a period of unpaid Maternity Leave.
- (e) Effect of special temporary employment and special casual employment on unpaid Maternity Leave
- (i) Subject to subclause 39.12(e)(ii), a period of special temporary employment or special casual employment will be deemed to be part of the employee's period of unpaid Maternity Leave or extended unpaid Maternity Leave as originally agreed to by the parties.
  - (ii) An employee who immediately resumes unpaid Maternity Leave or extended unpaid Maternity Leave following the conclusion of a period of special temporary employment or special casual employment:
    - (A) is entitled, on written notice, to extend their period of unpaid Maternity Leave or extended unpaid Maternity Leave by the period of time in which they were engaged in special temporary employment or special casual employment; and
    - (B) will give not less than 4 weeks' notice in writing to their employer of the new date they intend to return to work and so conclude their period of Maternity Leave or extended unpaid Maternity Leave.
  - (iii) An employee who does not immediately resume their period of unpaid Maternity Leave or extended unpaid Maternity Leave at the conclusion

of a period of special temporary employment or special casual employment cannot preserve the unused portion of leave for use at a later date.

### 39.13 Return to Work on Conclusion of Maternity Leave

- (a)
  - (i) An employee will confirm their intention in writing to conclude their Maternity Leave not less than 4 weeks prior to the expiration of Maternity Leave or extended unpaid Maternity Leave.
  - (ii) An employee who intends to return to work on a modified basis in accordance with subclause 39.13(d) will advise their employer of this intention by notice in writing not less than 4 weeks prior to the expiration of Maternity Leave or extended unpaid Maternity Leave.
- (b) An employee on return to work following the conclusion of Maternity Leave or extended unpaid Maternity Leave will be entitled to the same position or a position equivalent in pay, conditions and status and commensurate with the employee's skill and abilities as the substantive position held immediately prior to proceeding on Maternity Leave.
- (c) Where an employee was transferred to a safe job or was absent from the workplace on full pay as provided for in subclause 39.7, the employee is entitled to return to the position occupied immediately prior to the transfer or their absence from the workplace on full pay.
- (d) Right to Return to Work on a Modified Basis
  - (i) An employee may return on a part time or job-share basis to the substantive position occupied prior to the commencement of leave or to a different position as determined by the employer at the same classification level in accordance with the part time employment provisions.
  - (ii) An employee may return on a modified basis that involves the employee working on different days or at different times, or both; or on fewer days or for fewer hours or both, than the employee worked immediately before starting Maternity Leave.
- (e) Right to Revert
  - (i) An employee who has returned on a part time or modified basis in accordance with subclause 39.13(d) may subsequently request permission from the employer to resume working on the same basis as the employee worked immediately before starting Maternity Leave or full time work at the same classification level.
  - (ii) A request made under subclause 39.13(e)(i) must be in writing and must be made at least 4 weeks before the day on which the employee wishes to resume working on the same basis as the employee worked immediately before starting Maternity Leave or full time work at the same classification level.

- (iii) An employer is to agree to a request to revert made under subclause 39.13(e)(i) unless there are grounds to refuse the request relating to the adverse effect that agreeing to the request would have on the conduct of operations or business of the employer and those grounds would satisfy a reasonable person.
- (iv) An employer is to give the employee written notice of the employer's decision on a request to revert under subclause 39.13(e)(i). If the request is refused, the notice is to set out the reasons for the refusal.
- (v) An employee who believes their request to revert under subclause 39.13(e)(i) has been unreasonably refused may seek to enforce it as a minimum condition of employment and the onus will be on the employer to demonstrate that the refusal was justified in the circumstances.

#### 39.14 Effect of Maternity Leave on the Contract of Employment

- (a) (i) Paid Maternity Leave will count as qualifying service for all purposes.
- (ii) Qualifying service for any purpose is to be calculated according to the number of weeks of Paid Maternity Leave that were taken at full pay or would have been had the employee not taken Paid Maternity Leave at half pay. Employees who take Paid Maternity Leave on half pay do not accrue Agreement or other entitlements beyond those that would have accrued had they taken the leave at full pay.
- (b) (i) Absence on unpaid Maternity Leave or extended unpaid Maternity Leave will not break the continuity of service of employees.
- (ii) Where an employee takes a period of unpaid Maternity Leave or extended unpaid Maternity Leave exceeding 14 calendar days in one continuous period, the entire period of such leave will not be taken into account in calculating the period of service for any purpose. Periods of unpaid leave of 14 days or less will, however, count for service.
- (c) An employee on Maternity Leave may terminate employment at any time during the period of leave by written notice in accordance with Clause 11 - Contract of Service.
- (d) An employer will not terminate the employment of an employee on the grounds of the employee's application for Maternity Leave or absence on Maternity Leave but otherwise the rights of the employer in respect of termination of employment are not affected.

### **39A. ADOPTION LEAVE**

#### 39A.1 Eligibility

- (a) (i) A permanent, fixed term contract or eligible casual employee is entitled

to 52 weeks' unpaid adoption leave on the placement of a child for adoption as provided for under this clause.

- (ii) The period of leave granted to a fixed term contract employee will not extend beyond the term of that contract.
  - (iii) An employee is eligible, without concluding their adoption leave and resuming duty, for subsequent periods of adoption leave, including paid adoption leave, in accordance with the provisions of this clause.
- (b) A permanent or fixed term contract employee must have completed 12 months' continuous service in the Western Australian public sector as defined under the *Public Sector Management Act 1994* (WA) immediately preceding the adoption leave in order to receive the forms of paid leave as provided for by this clause.
  - (c) An employee on a period of leave without pay unrelated to Maternity Leave, Adoption Leave or Other Parent Leave must resume duties prior to being entitled to paid adoption leave in accordance with the eligibility requirements.
  - (d) An eligible casual employee as defined under subclause 39.2 is entitled to unpaid Adoption Leave as provided by this clause.

#### 39A.2 General Entitlement to Adoption Leave

- (a) Subject to the requirements of this clause an eligible employee is entitled to 52 weeks' unpaid Adoption Leave.
- (b)
  - (i) Subject to the requirements of this clause an eligible employee is entitled to 14 weeks' paid Adoption Leave that will form part of the 52 week unpaid entitlement.
  - (ii) The 14 week period of paid Adoption Leave is inclusive of any public holidays or repealed public service days in lieu falling within that time.
  - (iii) The period of paid Adoption Leave can be extended by the employee taking double the leave on a half-pay basis and its effect is in accordance with subclause 39.14 - Effect of Maternity Leave on the Contract of Employment;
- (c) An employee must take Adoption Leave in one continuous period with the exception of Special Temporary Employment or Special Casual Employment pursuant to subclause 39.12 - Employment during Unpaid Maternity Leave.
- (d) Except for leave provided under Clause 39C - Partner Leave only one parent can proceed on Maternity, Adoption or Other Parent Leave at any one time.
- (e) Where less than the 52 weeks' Adoption Leave is taken paid or unpaid, the unused portion of the leave cannot be banked or preserved in any way.
- (f) Unpaid Adoption Leave may be taken in more than one continuous period where the employee undertakes special temporary employment or special

casual employment in accordance with the provisions at subclause 39.12 - Employment during Unpaid Maternity Leave. In these circumstances, the provisions of subclause 39.12 - Employment during Unpaid Maternity Leave will apply.

- (g) (i) Where both employees are employed in the WA Public Sector an entitlement to paid or unpaid Maternity Leave, Adoption Leave or Other Parent Leave or Parental Leave provided for by another industrial agreement can be shared; and
- (ii) The entitlement provided to the employees will not exceed the paid Maternity, Adoption or Other Parent Leave quantum for one employee or its half pay equivalent; and
- (iii) The employees may only proceed on paid and/or unpaid Maternity, Adoption or Other Parent Leave at the same time in exceptional circumstances with the approval of the employer or as provided for under subclause 39.5(d). This does not prevent an employee from taking paid or unpaid Partner Leave as prescribed by Clause 39C - Partner Leave.

### 39A.3 Payment for Paid Adoption Leave

- (a) (i) Subject to subclause 39A.3(c) a full time employee proceeding on paid Adoption Leave is to be paid according to their ordinary working hours at the time of commencement of Adoption Leave. Shift and weekend penalty payments are not payable during paid Adoption Leave.
- (ii) Subject to subclause 39A.3(c), payment for a part time employee is to be determined according to an average of the hours worked by the employee over the preceding 12 months; or their ordinary working hours at the time of commencement of Adoption Leave, exclusive of shift and weekend penalties, whichever is greater.
- (b) An employee may elect to receive pay in advance for the period of paid Adoption Leave at the time the Adoption Leave commences, or may elect to be paid the entitlement on a fortnightly basis over the period of the paid Adoption Leave.
- (c) An employee in receipt of a higher duties allowance for a continuous period of 12 months immediately prior to commencing paid Adoption Leave, is to continue to receive the higher duties allowance for the first 4 weeks of paid Adoption Leave.
- (d) Where an employee is on a period of half pay Adoption Leave and their employment is terminated through no fault of the employee, the employee will be paid out any period of unused paid Adoption Leave equivalent to the period of leave the employee would have accessed had they been on full pay Adoption Leave when their termination occurred.
- (e) An employee eligible for a subsequent period of paid Adoption Leave as provided for under subclause 39A.1(a)(iii) will be paid the Adoption Leave as

follows:

- (i) According to the employee's status, classification and ordinary working hours at the time of commencing the original period of paid Adoption Leave; and
  - (ii) Not affected by any period of special temporary employment or special casual employment undertaken in accordance with subclause 39.12 - Employment during Unpaid Maternity Leave.
- (f) Where less than the 52 weeks' Adoption Leave is taken paid or unpaid, the unused portion of the leave cannot be banked or preserved in any way.
- (g) An eligible casual employee provided for under subclause 39A.1(d) is not entitled to paid adoption leave.
- (h) The "day of placement", in relation to the adoption of a child by an employee, means the earlier of the following days:
- (i) the day on which the employee first takes custody of the child for the adoption;
  - (ii) the day on which the employee starts any travel that is reasonably necessary to take custody of the child for the adoption.
- (i) An employee is not entitled to adoption-related leave unless the child that is, or is to be, placed with the employee for adoption:
- (i) is, or will be, under 16 years old as at the day of placement, or the expected day of placement, of the child; and
  - (ii) has not, or will not have, lived continuously with the employee for a period of 6 months or more as at the day of placement, or the expected day of placement, of the child; and
  - (iii) is not (otherwise than because of the adoption) a child or stepchild of the employee or the employee's partner.
- (j) (i) An employee seeking to adopt a child is entitled to 2 days unpaid leave to attend interviews or examinations required for the adoption procedure.
- (ii) An employee working or residing outside of the Perth metropolitan area is entitled to an additional day's unpaid leave.
- (iii) The employee may take any paid leave entitlement to which the employee is entitled to in lieu of this leave.
- (k) (i) If an application for adoption leave has been granted for the adoption of a child, which does not eventuate, then the period of paid or unpaid adoption leave is terminated.

- (ii) Employees may take any other paid leave entitlement to which they are entitled in lieu of the terminated adoption leave or return to work.

#### 39A.4 Commencement of Adoption Leave

- (a) An eligible employee can commence Adoption Leave from the day of placement of the child.
- (b) The period of paid Adoption Leave must conclude within 12 months of the day of placement except under exceptional circumstances as provided under subclause 39.6(e) of the Maternity Leave clause, but as it relates to Adoption Leave.

#### 39A.5 Notice and Variation Requirements

- (a) An employee will give no less than 8 weeks' written notice to the employer of:
  - (i) the date the employee proposes to commence paid or unpaid adoption leave; and
  - (ii) the period of leave to be taken.
- (b) An employee is not in breach of subclause 39A.5(a) by failing to give the required period of notice if such failure is due to the requirement of the adoption agency to accept earlier or later placement of a child, or other compelling circumstances.
- (c) An employee proceeding on adoption leave may elect to take a shorter period of adoption leave to that provided by this clause and may at any time during that period elect to reduce or seek to extend the period stated in the original application, provided 4 weeks' written notice is provided.

#### 39A.6 Other Provisions

The following provisions, as provided under clause 39 - Maternity Leave have application to Adoption Leave:

- (a) Clause 39.8 - Interaction with Other Leave Entitlements;
- (b) Clause 39.9 - Extended Unpaid Maternity Leave;
- (c) Clause 39.10 - Communication during Maternity Leave;
- (d) Clause 39.11 - Replacement Employee;
- (e) Clause 39.12 - Employment during Unpaid Maternity Leave;
- (f) Clause 39.13 - Return to Work on Conclusion of Maternity Leave; and
- (g) Clause 39.14 - Effect of Maternity Leave on the Contract of Employment.



### **39B. OTHER PARENT LEAVE**

39B.1 For the purposes of this clause:

- (a) The “other parent” may or may not be the biological parent, does not necessarily have to be the partner of the birth parent and is the primary care giver of the child.
- (b) The “primary care giver” means the employee will assume the principal role for the care and attention of a child under the age of 12 months or a newly adopted child.
- (c) Only one person can be the primary care giver of the child at any one time.

39B.2 Eligibility

- (a)
  - (i) Where an eligible employee, other than an employee entitled to Paid Maternity Leave under subclause 39.2 or Adoption Leave under subclause 39A.1, is the other parent and primary care giver of a child under the age of 12 months or a newly adopted child the provisions of this clause will apply.
  - (ii) An employer may require an employee to provide confirmation of their primary carer status with evidence that would satisfy a reasonable person.
- (b) An eligible casual employee, as defined under subclause 39.2 of the Maternity Leave clause, is entitled to unpaid Other Parent Leave as provided by this clause.
- (c)
  - (i) A permanent, fixed term contract or eligible casual employee is entitled to 52 weeks’ unpaid Other Parent Leave in accordance with this clause.
  - (ii) An eligible permanent or fixed term contract employee is entitled to 14 weeks’ paid Other Parent Leave in accordance with this clause.
  - (iii) An employee employed on a fixed term contract will have the same entitlement to Other Parent Leave; however, the period of leave granted will not extend beyond the term of that contract.
  - (iv) An employee is eligible, without concluding their Other Parent Leave and resuming duty, for subsequent periods of Other Parent Leave, including paid Other Parent Leave, in accordance with the provisions of this clause.
- (d) A permanent or fixed term contract employee must have completed 12 months’ continuous service in the Western Australian public sector as defined under the *Public Sector Management Act 1994* (WA) immediately preceding the Other Parent Leave in order to receive the forms of paid leave as provided for by this clause.
- (e) An employee on a period of leave without pay unrelated to Maternity Leave,

Adoption Leave or Other Parent Leave must resume duties prior to being entitled to paid Other Parent Leave in accordance with the eligibility requirements.

### 39B.3 General Entitlement to Other Parent Leave

- (a) Subject to the requirements of this clause an eligible employee is entitled to 52 weeks' unpaid Other Parent Leave.
- (b)
  - (i) Subject to the requirements of this clause an eligible employee is entitled to 14 weeks' paid Other Parent Leave that will form part of the 52 week unpaid entitlement.
  - (ii) The 14 week period of paid Other Parent Leave is inclusive of any public holidays or repealed public service days in lieu falling within that time.
  - (iii) The period of paid Other Parent Leave can be extended by the employee taking double the leave on a half-pay basis and in its effect is in accordance with subclause 39.14 - Effect of Maternity Leave on the Contract of Employment.
- (c) An employee must take Other Parent Leave in one continuous period with the exception of Special Temporary Employment or Special Casual Employment pursuant to subclause 39.12 - Employment during Unpaid Maternity Leave.
- (d) Except for leave provided under Clause 39C - Partner Leave only one parent can proceed on Maternity, Adoption or Other Parent Leave at any one time.
- (e) Where less than the 52 weeks Other Parent Leave is taken paid or unpaid, the unused portion of the leave cannot be banked or preserved in any way.
- (f) Unpaid Other Parent Leave may be taken in more than one continuous period where the employee undertakes special temporary employment or special casual employment in accordance with the provisions at subclause 39.12 - Employment during Unpaid Maternity Leave. In these circumstances, the provisions of subclause 39.12 - Employment during Unpaid Maternity Leave, will apply.
- (g)
  - (i) Where both employees are employed in the WA Public Sector an entitlement to paid or unpaid Maternity Leave, Adoption Leave or Other Parent Leave or Parental Leave provided for by another industrial agreement can be shared; and
  - (ii) The entitlement provided to the employees will not exceed the paid Maternity, Adoption or Other Parent Leave quantum for one employee or its half pay equivalent; and
  - (iii) The employees may only proceed on paid and/or unpaid Maternity, Adoption or Other Parent Leave at the same time in exceptional circumstances with the approval of the employer or as provided for under subclause 39B.3(i). This does not prevent an employee from

taking paid or unpaid Partner Leave as prescribed by Clause 39C - Partner Leave.

- (h) An eligible casual employee provided for under subclause 39B.2(b) is entitled to unpaid Other Parent Leave only.
- (i) If both parents work in the public sector and the mother is able to remain on paid Maternity Leave despite her incapacity to be her child's principal care giver, the employees may choose which parent will access the paid leave.
  - (i) If the mother chooses to remain on Paid Maternity Leave, the other parent may access unpaid Other Parent Leave for the period they are their child's principal care giver.
  - (ii) If the other parent chooses to be the primary care giver of the child and accesses paid Other Parent Leave the mother may access unpaid Maternity Leave.
  - (iii) Where the other parent accesses paid leave in accordance with this subclause, the mother is entitled to resume Paid Maternity Leave if/when she becomes her child's principal care giver, subject to the provisions of subclause 39B.3(i).

#### 39B.4 Payment for Paid Other Parent Leave

- (a)
  - (i) Subject to subclause 39B.4(c) a full time employee proceeding on paid Other Parent Leave is to be paid according to their ordinary working hours at the time of commencement of Other Parent Leave. Shift and weekend penalty payments are not payable during paid Other Parent Leave.
  - (ii) Subject to subclause 39B.4(c), payment for a part time employee is to be determined according to an average of the hours worked by the employee over the preceding 12 months; or their ordinary working hours at the time of commencement of Other Parent Leave, exclusive of shift and weekend penalties, whichever is greater.
- (b) An employee may elect to receive pay in advance for the period of paid Other Parent Leave at the time the Other Parent Leave commences, or may elect to be paid the entitlement on a fortnightly basis over the period of the paid Other Parent Leave.
- (c) An employee in receipt of a higher duties allowance for a continuous period of twelve months immediately prior to commencing paid Other Parent Leave, is to continue to receive the higher duties allowance for the first 4 weeks of paid Other Parent Leave.
- (d) An employee is entitled to remain on paid Other Parent Leave if the pregnancy results in other than a live child; or the mother is incapacitated following the birth of the child; or the child dies or is hospitalised such that the employee or the employee's partner is not providing principal care to the child.

- (e) Where an employee is on a period of half pay Other Parent Leave and their employment is terminated through no fault of the employee, the employee will be paid out any period of unused paid Other Parent Leave equivalent to the period of leave the employee would have accessed had they been on full pay Other Parent Leave when their termination occurred.
- (f) An employee eligible for a subsequent period of paid Other Parent Leave as provided for under subclause 39B.2 (c)(iv) will be paid the Other Parent Leave as follows:
  - (i) According to the employee's status, classification and ordinary working hours at the time of commencing the original period of paid Other Parent Leave; and
  - (ii) Not affected by any period of special temporary employment or special casual employment undertaken in accordance with subclause 39.12 - Employment during unpaid Maternity Leave.
- (g) Where less than the 52 weeks' Other Parent Leave is taken paid or unpaid, the unused portion of the leave cannot be banked or preserved in any way.
- (h) An eligible casual employee provided for under subclause 39B.2(b) is not entitled to paid Other Parent Leave.

#### 39B.5 Commencement of Other Parent Leave

- (a) An eligible employee identified as the primary care giver of the child can commence Other Parent Leave from the child's birth date or placement, or a later date nominated by the employee.
- (b) The period of paid Other Parent Leave must conclude within 12 months of the birth or placement of the child except under exceptional circumstances as per subclause 39.6(e) of the Maternity Leave clause, but as it relates to Other Parent Leave.

#### 39B.6 Notice and Variation Requirements

- (a) An employee will give no less than 8 weeks' written notice to the employer of:
  - (i) the date the employee proposes to commence paid or unpaid Other Parent Leave; and
  - (ii) the period of leave to be taken.
- (b)
  - (i) An employee is not in breach of subclause 39B.6(a) by failing to give the required period of notice if such failure is due to the requirement of the employee to take on the role of primary care giver due to the birth parent or other adoptive parent being incapacitated to take on the principal caring role.
  - (ii) In such circumstances the employee will give notice as soon as reasonably possible.

- (c) The granting of leave under this clause is subject to the employee providing the employer with evidence that would satisfy a reasonable person detailing the reasons for and the circumstances under which the leave application is made and the relationship the employee has with the child.
- (d) An employee proceeding on Other Parent Leave may elect to take a shorter period of Other Parent Leave to that provided by this clause and may at any time during that period elect to reduce or seek to extend the period stated in the original application, provided four weeks' written notice is provided.

### 39B.7 Other Provisions

The following provisions, as provided under Clause 39 - Maternity Leave have application to Other Parent Leave:

- (a) Clause 39.8 - Interaction with Other Leave Entitlements;
- (b) Clause 39.9 - Extended Unpaid Maternity Leave;
- (c) Clause 39.10 - Communication during Maternity Leave;
- (d) Clause 39.11 - Replacement Employee;
- (e) Clause 39.12 - Employment during unpaid Maternity Leave;
- (f) Clause 39.13 - Return to work on conclusion of Maternity Leave; and
- (g) Clause 39.14 - Effect of Maternity Leave on the contract of employment.

## **39C. PARTNER LEAVE**

39C.1 An employee who is not taking Maternity Leave, Adoption Leave or Other Parent Leave is entitled to one week's partner leave as prescribed by this clause in respect of the:

- (a) birth of a child to the employee's partner; or
- (b) adoption of a child who is not the child or the stepchild of the employee and/or the employee's partner; is under the age of 16 and has not lived continuously with the employee for 6 months or longer.

39C.2 The entitlement to one week's partner leave will be taken as paid personal leave, subject to subclause 39C.8. In the absence of an entitlement to paid personal leave, partner leave may be taken as:

- (a) paid annual and/or long service leave;
- (b) time off in lieu of overtime and/or accrued days off; and/or
- (c) unpaid partner leave.

39C.3 Partner leave must be taken immediately following the birth or, in the case of adoption, the placement of the child.

39C.4 (a) Subject to subclause 39C.4(b), the taking of partner leave by an employee will have no effect on their or their partner's entitlement, where applicable, to access paid Maternity Leave as provided by Clause 39 - Maternity Leave, paid Adoption Leave as provided by Clause 39A - Adoption Leave and paid Other Parent Leave as provided Clause 39B - Other Parent Leave.

(b) Where applicable, unpaid partner leave taken by an employee will be counted as part of the employee's unpaid Maternity Leave, Adoption Leave or Other Parent Leave entitlement.

39C.5 Any public holidays that fall during partner leave will be counted as part of the partner leave and do not extend the period of partner leave.

39C.6 The taking of time off in lieu of overtime and/or accrued days off for partner leave purposes will be subject to the provisions of Clause 14 - Hours of Work - Accrued Days Off and Clause 16 - Overtime.

39C.7 Personal Leave

(a) An employee may access their accrued personal leave entitlements for partner leave purposes, subject to the requirements of the *Minimum Conditions of Employment Act 1993* (WA) being met. That is, a minimum of 76 hours personal leave must be kept available for an employee to access for the purposes of an employee's entitlement to paid leave for illness or injury; or carer's leave.

(b) The right to access personal leave credits for partner leave purposes does not affect an employee's right to take more than 5 days personal leave for the purposes provided for in Clause 35 - Personal Leave.

39C.8 Right to Request Additional Unpaid Partner Leave

(a) An employee is entitled to request an extension to the period of unpaid partner leave up to a maximum of 8 weeks.

(b) The employer is to agree to an employee's request to extend their unpaid partner leave made under subclause 39C.8 unless:

(i) having considered the employee's circumstances, the employer is not satisfied that the request is genuinely based on the employee's parental responsibilities; or

(ii) there are grounds to refuse the request relating to the adverse effect that agreeing to the request would have on the conduct of operations or business of the employer and those grounds would satisfy a reasonable person. These grounds include, but are not limited to:

(A) cost;

- (B) lack of adequate replacement staff;
  - (C) loss of efficiency; and
  - (D) impact on the production or delivery of products or services by the employer.
- (c) The employer is to give the employee written notice of the employer's decision on a request to extend their unpaid partner leave. If the employee's request is refused, the notice is to set out the reasons for the refusal.
- (d) An employee who believes their request to extend unpaid partner leave has been unreasonably refused may seek to enforce it as a minimum condition of employment and the onus will be on the employer to demonstrate that the refusal was justified in the circumstances.

39C.9 Where an employer agrees to an employee's request to extend their period of unpaid partner leave under subclause 39C.8, the employer must allow an employee to elect to substitute any part of that period of unpaid partner leave with accrued annual leave, long service leave, time off in lieu of overtime and/or accrued days off.

39C.10 An employee on unpaid partner leave is not entitled to paid personal leave.

39C.11 The total period of partner leave provided by this clause will not exceed 8 weeks.

39C.12 Notice

- (a) The employee will give not less than 4 week's notice in writing to the employer of the date the employee proposed to commence partner leave, stating the period of leave to be taken.
- (b) An employee who has given their employer notice of their intention to take partner leave will provide the employer with a medical certificate from a registered medical practitioner naming the employee, or the employee's partner, confirming the pregnancy and the estimated date of birth.

39C.13 Effect of Partner Leave on the Contract of Employment

The provisions of subclause 39.14 of the Maternity Leave clause concerning the effect of Maternity Leave on the contract of employment will apply to employees accessing partner leave, with such amendment as necessary.

39C.14 Eligible Casual Employees

An eligible casual employee, as defined in subclause 39.2 of the Maternity Leave clause, is only entitled to unpaid partner leave.

## **39D. UNPAID GRANDPARENTAL LEAVE**

39D.1 For the purposes of this clause "primary care giver" means the employee who will assume the principal role for the care and attention of a grandchild.

39D.2 An employee is entitled to a period of up to 52 weeks' continuous unpaid grandparental leave in respect of the:

- (a) birth of a grandchild of the employee; or
- (b) adoption of a grandchild of the employee, being a child who is not the grandchild or grand-stepchild of the employee, is under the age of 5 and has not lived continuously with its adoptive parents for 6 months or longer.

39D.3 Primary Care Giver Status

- (a) An employee is only entitled to grandparental leave if they are or will be the primary care giver of a grandchild.
- (b) Determination of primary care giver status will be made by reference to the provision of care during what would be the employee's ordinary hours of work had the employee not been providing care to their grandchild.
- (c) An employer may require an employee to provide confirmation of their primary care giver status. Where an employer requires an employee to confirm their status as the primary care giver of a grandchild, the employee is to provide the employer with evidence that would satisfy a reasonable person of the entitlement to unpaid grandparental leave.

39D.4 Commencement, Notice and Variation of Leave

- (a) Commencement of unpaid grandparental leave may occur any time within 24 months following the birth or placement of the employee's grandchild.
- (b) The employee will give not less than 4 weeks' notice in writing to the employer of the date the employee proposes to commence unpaid grandparental leave, stating the period of leave to be taken.
- (c) The notice period in subclause 39D.5(a) may be waived by the employer in exceptional circumstances.

39D.5 An employee may request and an employer may agree to an employee taking grandparental leave on a part time basis provided:

- (a) the employee is their grandchild's primary care giver on those days for which care is provided by the employee; and
- (b) the employee's leave concludes no later than 52 weeks after the commencement of the period of grandparental leave.

39D.6 Other Entitlements

The following provisions contained in Clause 39 - Maternity Leave will be read in conjunction with this clause, with such amendment as is necessary.

- (a) Clause 39.10(a) - Communication during Maternity Leave.



- (b) Clause 39.11 - Replacement Employee.
- (c) Clauses 39.13(a)(ii) and 39.13(b) - Return to Work on Conclusion of Maternity Leave.
- (d) Clause 39.14 - Effect of Maternity Leave on the Contract of Employment.

39D.7 The entitlement to grandparental leave is as prescribed in this clause. Other than as specified in subclause 39D.7, an employee has no entitlement to the provisions contained in Clause 39 - Maternity Leave with respect to the birth or adoptive placement of their grandchild.

#### **40. LEAVE WITHOUT PAY**

40.1 Subject to the provisions of subclause 40.2, the employer may grant an employee leave without pay for any period and is responsible for that employee on their return.

40.2 Every application for leave without pay will be considered on its merits and may be granted provided that the following conditions are met:

- (a) The work of the hospital is not inconvenienced; and
- (b) All other leave credits of the employee are exhausted.

40.3 An employee on a fixed term appointment may not be granted leave without pay for any period beyond that employee's approved period of engagement.

40.4 Leave without pay for full time study

- (a) The employer may grant an employee leave without pay to undertake full time study, subject to a yearly review of satisfactory performance.
- (b) Leave without pay for this purpose will not count as qualifying service for leave purposes.

40.5 Leave without pay for Australian Institute of Sport scholarships

Subject to the provisions of subclause 40.2, the employer may grant an employee who has been awarded a sporting scholarship by the Australian Institute of Sport, leave without pay.

#### **41. TRAINING AND STUDY LEAVE**

41.1 Employer Provided Training

- (a) Employees required by the employer to undertake formal training relevant to their occupation will be provided with such training at the employer's expense and such training will ordinarily occur during rostered working hours.
- (b) Where required formal training is only available outside rostered working hours, employees will be provided with required breaks and time off in lieu.

- (c) Employees undertaking training outside their rostered working hours or away from their normal place of work will be paid for travel time at the appropriate rate and be reimbursed travel costs.
- (d) Nothing in this Agreement requires an employer to provide formal training to an employee.

#### 41.2 Study Leave

- (a) Conditions for Granting Time Off
  - (i) An employee may be granted time off with pay for part time study purposes at the discretion of the employer.
  - (ii) Part time employees are entitled to study leave on the same basis as full time employees.
  - (iii) Time off with pay may be granted up to a maximum of 5 hours per week including travelling time, where subjects of approved courses are available during normal working hours, or where approved study by correspondence is undertaken.
  - (iv) External students, who are obliged to attend educational institutions for compulsory sessions during vacation periods, may be granted time off with pay including travelling time up to the maximum annual amount allowed to an employee in the metropolitan area.
  - (v) Employees will be granted sufficient time off with pay to travel to and sit for the examinations of any approved course of study.
  - (vi) In every case the approval of time off to attend lectures and tutorials will be subject to:
    - (A) health service convenience provided that health service inconvenience can not be claimed because it is necessary to replace the employee by utilising increased hours for part time staff, short term contract staff, or casual relief staff. Budgetary constraints should not factor into health service convenience;
    - (B) the course being undertaken on a part time basis;
    - (C) employees undertaking an acceptable formal study load in their own time;
    - (D) employees making satisfactory progress with their studies;
    - (E) the course being relevant to the employee's career in the health service and being of value to the employer; and
    - (F) the course furthering the career of the employee.
- (b) (i) An acceptable part time study load should be regarded as not less than 5

hours per week of formal tuition, with at least half of the total formal study commitment being undertaken in the employee's own time, except in special cases such as where the employee is in the final year of study and requires less time to complete the course, or the employee is undertaking the recommended part time year or stage, and this does not entail 5 hours' formal study.

- (ii) In cases where employees are studying subjects which require fortnightly classes the weekly study load should be calculated by averaging over 2 weeks the total fortnightly commitment.
  - (iii) Travelling time returning home after lectures or tutorials is to be calculated as the excess time taken to travel home from such classes, compared with the time usually taken to travel home from the employee's normal place of work.
  - (iv) An employee will not be granted more than 5 hours' time off with pay per week except in exceptional circumstances, where the employer may decide otherwise.
  - (v) Time off with pay for those who have failed a unit or units may be considered for 1 repeat year only.
- (c) Approved Courses
- (i) Two year full time Certificate courses and Diploma courses provided by a registered vocational education and training institutions.
  - (ii) Secondary courses leading to the Western Australian Certificate of Education or courses preparing students for the mature age entrance conducted by the Tertiary Institutions Service Centre.
  - (iii) First degree or Associate Diploma courses at a post-secondary education institution.
  - (iv) Courses recognised by the National Authority for the Accreditation of Translators and Interpreters (NAATI) in a language relevant to the needs of the Public Sector.

## **42. CASHING OUT LEAVE ENTITLEMENTS**

- 42.1 The purpose of this clause is to allow employees the option of receiving payment in lieu of accrued entitlements to annual leave, long service leave and accrued days off when the employee's request stems from some personal circumstances which are out of the ordinary and have resulted in a particular need for money.
- 42.2 The inclusion of this clause will not be taken of itself to imply that there are any grounds for diminishing an employee's entitlements to annual leave, long service leave or accrued days off.

- 42.3 (a) An employee may request, in writing, to be paid out part of his or her entitlement to annual leave, long service leave or accrued days off pursuant to this clause.
- (b) The employer will consider the employee's application and respond in writing.
- 42.4 The rate at which any accrued leave entitlement is paid out will be the rate that would have been paid had the leave been taken. To avoid doubt payment will include any applicable annual leave loading.
- 42.5 The maximum amount of accrued leave which may be paid out at any time is the balance in excess of 20 days' leave. The minimum 20 days' leave retained can be comprised of either annual leave or accrued days off or a combination of both.

### **43. LEAVE OPTIONS**

#### **43.1 Annual Leave Options**

Notwithstanding the terms specified elsewhere in this Agreement, the leave options specified in this clause are available to employees.

- 43.2 To exercise one or more of the options specified in this clause, an employee must make written application in the manner prescribed by the employer.
- 43.3 (a) At the request of an employee, the employer may agree to an arrangement ("the arrangement") whereby the employee accrues either 1 (51/52), 2 (50/52), 3 (49/52) or 4 (48/52) weeks' additional annual leave in lieu of salary of the equivalent value.
- (b) Purchased leave will not accrue from one year to the next and the balance of purchased leave not taken will be paid out at the end of the accrual year.
- (c) Both the agreement to the arrangement and the time at which the additional leave is taken will be dependent on the operational requirements of the work location where the employee works at the particular time.
- (d) Unless otherwise agreed between the employee and the employer, an employee who enters into an arrangement under this subclause does so in blocks of 12 months.
- (e) For the purposes of this subclause and without limiting the meaning of the term, "operational requirements" may include the:
- (i) availability of suitable leave cover, if required;
  - (ii) cost implications;
  - (iii) impact on client/patient service requirements;
  - (iv) impact on the work of other employees; and

- (v) employee's existing leave liabilities.
- (f) The portion of the employee's salary to be forfeited will be calculated as a fortnightly amount and their fortnightly salary will be decreased by that amount for the duration of the arrangement.
- (g) All annual leave taken during the course of the arrangement will be paid at the reduced rate.
- (h) The additional leave will continue to accrue while the employee is on leave during the course of the arrangement.
- (i) The reduced salary will be used for all purposes during the course of the arrangement.
- (j) The additional leave will not attract leave loading.

#### 43.4 Double the Leave on Half Pay.

Subject to operational requirements as defined in subclause 43.3(e), and with the agreement of the employer, an employee may elect to take twice the period of any portion of their annual leave, including any time in lieu taken as leave, at half pay.

#### 43.5 Deferred Salary Scheme for 12 Months' Leave

- (a) By written agreement between the employer and the employee, an employee may enter into a deferred salary scheme over a 5 year period in which the employee may be paid 80% of their ordinary salary over a 4 year period, with the unpaid component accrued over the 4 years, and paid out in equal instalments during the fifth year.
- (b) The fifth year will be treated as continuous service, but will not count as service for the purpose of accruing leave entitlements
- (c) Access to the leave when it falls due will not be unreasonably refused by the employer, but in any case the leave may only be deferred by agreement between the employer and employee.
- (d) When deciding whether to support a particular request for this arrangement, the employer will take into account factors such as operational requirements. In order to satisfy operational requirements, the number of employees allowed to work under the arrangement may be restricted at any one time, and/or the timing of the arrangement may need to be staggered.
- (e) By agreement the 4 year accrual period may be suspended. The employee will revert back to 100% of salary or access leave without pay, provided that except where longer periods of unpaid leave are otherwise prescribed by this Agreement (e.g. Parental Leave), such non-participatory periods will not exceed 6 months. The commencement of the leave year will be delayed by the length of the non-participatory period.
- (f) Where an employee withdraws from this arrangement in writing, or the

employee's contract of employment terminates for any reason, the employee will receive a lump sum equal to the accrued credit. The payment of the lump sum may be deferred for a period of up to 3 months upon the employee's request, provided that where the contract has terminated the payment will be made in his/her final pay.

- (g) Any paid leave taken during the first 4 years of this arrangement will be paid at 80% of the employee's ordinary salary.

#### 43.6 Long Service Leave Options

Upon application by an employee, the employer may, subject to subclause 43.7, approve:

- (a) double the period of long service leave on half pay, in lieu of the period of long service leave entitlement on full pay; or
- (b) half the period of long service leave on double pay, in lieu of the period of long service leave entitlement on full pay; or
- (c) any portion of his/her long service leave entitlement on full pay or double such period on half pay or half such period on double pay.

#### 43.7 Implications of Options

It is the responsibility of the employee to investigate the impact of any of the arrangements under this clause on their allowances, superannuation and taxation.

### **44. ANNUAL LEAVE TRAVEL CONCESSIONS**

#### 44.1 Employees stationed in remote areas

The travel concessions contained in the following table are provided to employees and their dependents when proceeding on annual leave from headquarters situated in District Allowance Areas 3, 5 and 6, and in that portion of Area 4 located north of 30 degrees south latitude as provided for within Schedule B – Annual Leave Travel Concession Map.

- 44.2 Employees are required to serve 12 continuous months in these areas before qualifying for travel concessions. However, employees who have less than 12 months' continuous service in these areas and who are required to proceed on annual leave to suit the employer's convenience will be allowed the concession. The concession may also be given to an employee who proceeds on annual leave before completing the 12 continuous months' service provided that the employee returns to the area to complete the 12 continuous months' service at the expiration of the period of leave and should such employee not return or complete the required service, the employer may recover the value of the concession provided.

- 44.3 The employer will provide the concession by paying or reimbursing costs of annual leave travel for the employee and dependents travelling with the employee up to the

cost of the fully flexible Government rates or equivalent return economy airfares to Perth as at 1 July each year, inclusive of GST, for the employee and their dependents. Upon request, the employer will provide the Union with a schedule of the fares used for the purposes of this subclause.

- 44.4 Where an employee elects to use transport other than their own, the employer may require that the travel be booked through the employer and where the cost of the fare exceeds the maximum provided for in subclause 44.3, the employer may require payment, or consignment of equivalent leave payments for the difference.
- 44.5 An employee travelling other than by air is entitled to payment of up to the equivalent fare calculated in accordance with this clause prior to the commencement of leave.
- 44.6 Only 1 annual leave travel concession per employee or dependent per annum is available.
- 44.7 For the purposes of determining eligibility for Annual Leave Travel Concession, a dependent will mean:
- (a) a partner; and/or
  - (b) any child who relies on the employee for their main financial support;
- who does not have an equivalent entitlement of any kind.
- 44.8 For the purposes of the definitions at subclause 44.7, a child will be considered to rely on the employee for main financial support where that child is in receipt of income of less than half the annualised WA minimum adult wage as at 30 June of the immediate past financial year, excluding income from a disability support pension.
- 44.9 Travel concessions not utilised within 12 months of becoming due will lapse.
- 44.10 Part-time employees are entitled to travel concessions on a pro rata basis according to the usual number of hours worked per week.
- 44.11 Travelling time will be calculated on a pro rata basis according to the number of hours worked.

	Approved Mode of Travel	Travel Concession	Travelling Time
(a)	Air	Air fare for the employee and dependents.	One day each way
(b)	Road	Full motor vehicle allowance rates, but reimbursement not to exceed the cost of the return air fare for the employee and dependents travelling in the motor vehicle.	On or North of 20° South Latitude - two and one half days each way. Remainder - two days each way.
(c)	Air and Road	Full motor vehicle allowance	On or North of 20°

		rates for car trip, but reimbursement not to exceed the cost of the return air fare for the employee. Air fares for the dependents.	South Latitude - two and one half days each way. Remainder - two days each way.
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**45. WITNESS AND JURY SERVICE**

- 45.1 An employee subpoenaed or called as a witness to give evidence in any proceeding will, as soon as practicable, notify the manager/supervisor who will notify the employer.
- 45.2 Where an employee is subpoenaed or called as a witness to give evidence in an official capacity, that employee will be granted by the employer leave of absence with pay, but only for such period as is required to enable the employee to carry out duties related to being a witness. If the employee is on any form of paid leave, the leave involved in being a witness will be reinstated, subject to the satisfaction of the employer. The employee is not entitled to retain any witness fee but will pay all fees received into the Consolidated Fund. The receipt for such payment with a voucher showing the amount of fees received will be forwarded to the employer.
- 45.3 An employee subpoenaed or called as a witness to give evidence in an official capacity will, in the event of non-payment of the proper witness fees or travelling expenses, as soon as practicable after the default notify the employer.
- 45.4 An employee subpoenaed or called as a witness on behalf of the Crown not in an official capacity will be granted leave with full pay entitlements. If the employee is on any form of paid leave, this leave will not be reinstated as such witness service is deemed to be part of the employee's civic duty. The employee is not entitled to retain any witness fee but will pay all fees received into the Consolidated Fund.
- 45.5 An employee subpoenaed or called as a witness under any other circumstances other than specified in subclauses 45.2 and 45.4, will be granted leave of absence without pay except when the employee makes an application to clear accrued leave in accordance with the provisions of this Agreement.
- 45.6 An employee required to serve on a jury will, as soon as practicable after being summonsed to serve, notify the supervisor/manager who will notify the employer.
- 45.7 An employee required to serve on a jury will be granted by the employer leave of absence on full pay, but only for such period as is required to enable the employee to carry out duties as a juror.
- 45.8 An employee granted leave of absence on full pay as prescribed in subclause 45.7 is not entitled to retain any juror's fees but will pay all fees received into Consolidated Fund. The receipt for such payment will be forwarded with a voucher showing the amount of juror's fees received to the employer.



## **46. INTRODUCTION OF CHANGE**

### **46.1 Notification of change to the employees and the Union**

- (a) The employer will notify the employees and the Union 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 the employees.
- (b) "Significant effects" include termination of employment, major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or the lessening 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 or locations and restructuring of jobs.

### **46.2 Discussions between employers and employees regarding introduction of change.**

- (a) Discussion between the employer, the employees affected, and the Union will commence as soon as possible after a firm decision has been made by the employer to make the changes referred to in subclause 46.1.
- (b) Such discussions will include: the effects the changes are likely to have on employees and measures to reduce the adverse effects of such changes; and
- (c) The employer will give prompt consideration to matters raised by the employees and/or the Union in relation to the changes.
- (d) For the purposes of such discussion, the employer will provide to the employees concerned and the Union, all relevant information about the changes.

### **46.3 The employer will not be required to disclose confidential information, which would be inconsistent with the provisions of the *Freedom of Information Act 1992* (WA).**

## **47. CONSULTATION MECHANISM**

### **47.1 Consultative Committees are for the purpose of progressing the issues raised in this Agreement.**

### **47.2 A Consultative Committee will be established at a hospital when the Union or the employer notifies the other of its intention to do so.**

### **47.3 The Union and employer will meet and jointly determine the structure and process (including elections and timetables) of the Consultative Committee.**

### **47.4 Consultative Committees will be made up of representatives of the employer and employees nominated by the Union.**

### **47.5 Each employee nominated by the Union who has not previously received training will**

be released to attend the Union training course before the first consultative committee meeting.

- 47.6 The employer will provide reasonable resourcing to ensure effective and informed employee participation, including access to all relevant information and a reasonable period of time of release to facilitate the consultative process.
- 47.7 Employees nominated by the Union will be paid for attendance at Consultative Committee meetings as if they had worked their normal roster.
- 47.8 Employees nominated by the Union will be given time off in lieu when they attend a Consultative Committee meeting in their own time; such time to be equal to total travel and meeting time.
- 47.9 The employer will be responsible for the keeping of proper records of the Consultative Committee. At the conclusion of each meeting, the employer will forward minutes of the Consultative Committee to members of the Committee.
- 47.10 An officer of the Union is entitled to attend a meeting of the Consultative Committee and address the Committee on any issue, but will not vote on any motion.

#### **48. LEAVE TO ATTEND INDUSTRIAL PROCEEDINGS**

- 48.1 The employer will grant paid leave during ordinary working hours at the ordinary rate of pay to an employee who is required to give evidence before any industrial tribunal.
- 48.2 The granting of leave will only be approved where an application for leave has been submitted by an employee a reasonable time in advance:
- (a) for the minimum period necessary for evidence to be given;
  - (b) for those employees whose attendance is essential; and
  - (c) when the operation of the organisation is not unduly affected and the convenience of the employer impaired.
- 48.3 The employer will not be liable for any expenses associated with an employee attending an industrial proceeding.
- 48.4 Leave of absence granted under subclause 48.1, will include any necessary travelling time required during ordinary working hours.

#### **49. UNION AND DELEGATES RECOGNITION AND RIGHTS**

- 49.1 Recognition
- (a) The employer recognises the rights of the Union to organise and represent its members. Union representatives (“Delegates”) in the hospital or service have a legitimate role and function in assisting the Union in the tasks of recruitment,

organising, communication and representing members' interests in the workplace.

- (b) The employer will distribute, with any pre-employment and/or orientation package the employer ordinarily distributes to new employees, a flyer/information sheet provided by the Union. The flyer/information sheet will provide information regarding Union membership, pay and conditions and representation of Union members within the workforce.
- (c) All management representatives will treat Union delegates with respect and without victimisation, and this respect will be mutually reciprocated.

#### 49.2 Union Delegates will be granted:

- (a) an assurance that issues raised will be promptly dealt with as per Clause 51 - Dispute Settlement Procedure;
- (b) genuine consultation by the employer for decisions impacting on Union members or employees eligible to be Union members; and
- (c) paid time to communicate during the delegates' ordinary working hours with Union members and attend to Union business in the workplace. This will be negotiated at each hospital/health service. For example, the total pool of time available to all delegates at Royal Perth Hospital or Sir Charles Gardiner Hospital will be 10 hours per week, which may be increased by agreement between the parties for the incidence of site or broader industrial issues. Delegates will consult with the employer when paid time off is required. Any disagreements will be dealt with via the Dispute Settlement Procedure.

#### 49.3 The Union will give the names of Union delegates to the relevant employers in writing.

#### 49.4 Facilities

- (a)
  - (i) This Agreement will be displayed on notice boards in the workplace where it is easily accessible to employees.
  - (ii) Employees on request will be provided with a copy of this Agreement by the employer. The employer will make sufficient copies available for this purpose.
- (b) Union delegates will be provided with:
  - (i) access to facilities including basic communication and information resources such as telephone, fax, e-mail, photocopier, stationery and access to meeting rooms to meet with individual or groups of members and perform Union business;
  - (ii) access to all relevant information, including appropriate awards, agreements, job descriptions and policies;
  - (iii) lockable notice boards in the ratio of 1 notice board for every 200 beds

or part thereof. Access to the Notice Board will be restricted to authorised Union delegates. It is the responsibility of the delegate to ensure that only authorised Union material is placed on the notice board; and

- (iv) a lockable cabinet.

#### 49.5 Organising the Workplace

- (a) Provided appropriate notice is given and the operation of the organisation is not unduly affected, Union delegates will have:
    - (i) (A) a list of new employees, provided by the employer each month, which identifies the time of commencement of new employees, their employment status, occupation, hours of work and work location;
    - (B) time to discuss the benefits of Union membership with a new employee as part of their induction; and
    - (C) where the employer conducts a group induction, which may be on or off site, the Union will be given at least 14 days' notice of the time and place of the induction. The Union will be entitled to at least 30 minutes to address new employees without employer representatives being present.
  - (ii) Access to a private sheltered area for meetings of members. Details to be decided by local arrangement.
  - (iii) Access to rosters providing information regarding work location and shifts of employees. The rosters will be provided within 5 working days of request.
  - (iv) Quarterly paid general Union meetings, to a maximum duration of 1 hour. These meetings are to be arranged at a local level.
  - (v) (A) Paid monthly Union delegate meetings for each hospital to a maximum of 2 hours.
  - (B) Quarterly paid regional delegate meetings to a maximum of 2 hours (plus reasonable travel time).
  - (C) The option to aggregate the time available for meetings, pursuant to (A) and (B) above, to meet the needs of country delegates.
  - (D) Where agreement is reached between the employer and the Union the option for delegates within the Perth Metropolitan area to convene for meetings pursuant to (A) at 1 hospital site.
- (b) Subject to this Clause and to compliance with the relevant clinical protocols at each hospital, the right to enter the employer's premises during working hours,

including meal breaks, for the purpose of discussing with employees covered by this Agreement the legitimate business of the Union, or for the purpose of investigating complaints concerning the application of this Agreement, but will in no way unduly interfere with the work of the employees.

- (c) Subject to this Clause and to compliance with the relevant clinical protocols at each hospital, the Secretary or authorised Union representative will be able to move freely within the hospital/service, and will not be required to be accompanied by any employee or agent of the employer, but will in no way unduly interfere with the work of the employees.
- (d) Where a hospital, or part of a hospital, establishes a sign-in / sign-out protocol, any person exercising a right of entry or otherwise conducting union business will comply with those requirements.
- (e)
  - (i) Any person exercising a right of entry or otherwise conducting union business may not enter areas which the hospital, on reasonable grounds, designates as restricted access areas.
  - (ii) Restricted access areas will not include:
    - (A) food production and distribution facilities;
    - (B) staff amenities facilities attached to clinical areas such as operating theatre suites and emergency departments; or
    - (C) warehouses except for caged or locked storage areas;
    - (D) laundry/linen rooms;
    - (E) an area accessible to an unescorted member of the public.
  - (iii) An area of a hospital that requires security card access, or to which the public are unable to enter without appropriate permission, such as the intensive care unit, the emergency department, a locked ward or operating theatre suit, is not automatically a restricted area.
  - (iv) Prior to seeking entry to a restricted access area, any person exercising a right of entry or otherwise conducting union business, will identify themselves to the Manager of that area prior to being granted entry.
  - (v) Other than a brief interaction with staff to notify their arrival, any person exercising a right of entry or otherwise conducting union business will conduct all discussions away from clinical areas and out of public view.
  - (vi) Any person exercising a right of entry or otherwise conducting union business will comply with a direction to leave a designated restricted access area provided that the decision of the Hospital in this regard may subsequently be disputed pursuant to Clause 51 - Dispute Settlement Procedure.

- (f) Any person exercising a right of entry or otherwise conducting union business will comply with all health, safety, hygiene and infection control requirements.
- (g) Any person exercising a right of entry or otherwise conducting union business will treat all hospital staff with courtesy and respect and will not impede staff in the performance of their duties.
- (h) Union business may not be conducted in clinical areas in view of patients or in a manner which disrupts the delivery of clinical services.

#### 49.6 Representation

The employer will grant paid leave during ordinary working hours to an employee:

- (a) who is required to give evidence before any industrial tribunal;
- (b) who as a Union nominated representative of the employees is required to attend negotiations and/or conferences between the Union and employer;
- (c) when prior agreement between the Union and employer has been reached for the employee to attend official Union meetings preliminary to negotiations or industrial hearings; or
- (d) who as a Union nominated representative of the employees is required to attend joint Union/management consultative committees or working parties.

#### 49.7 Union Dues

The employer agrees, upon receiving written authorisation from an employee, to provide to the Union within 5 working days the employee's bank account details and subsequent changes from time to time for the purpose of enabling the employee to establish direct debit facility for the payment of Union dues.

#### 49.8 Paid Leave for Union Training

- (a) The employer will grant paid leave of absence to employees who are nominated by their Union to attend short courses conducted by the Union.
- (b) Paid leave of absence will also be granted to attend similar courses or seminars as from time to time approved by agreement between the parties.
- (c) An employee will be granted up to 6 days' paid leave each calendar year for Union training or similar courses or seminars. However, leave in excess of 6 days, and up to 12 days, may be granted in any one calendar year, provided that the total leave being granted in that year and in the subsequent year does not exceed 12 days.
- (d) Country delegates will be paid travel time during normal working hours at the ordinary rate of pay to attend such training.

#### 49.9 Rates of Pay During Absence on Union Training

- (a) Leave of absence will be granted at the ordinary rate of pay (including any Hospital Allowance) the employee would have received had they not been on leave.
- (b) Where a public holiday or rostered day off (including a rostered day off as a result of working a 38 hour week) falls during a Union Training course or seminar, a day off in lieu of that day will be granted.

49.10 Shift employees attending a Union Training course or seminar will be deemed to have worked the shifts they would have worked had leave not been taken, and payment for such leave will include shift penalties.

#### 49.11 Application for Union Training Leave

Any application by an employee will be submitted to the employer for approval at least 4 weeks before the commencement of the leave, provided that the employer may agree to a lesser period of notice.

- 49.12 (a) The employer will not be liable for any expenses associated with an employee's attendance at Union training.
- (b) Leave of absence granted under this clause will include any necessary travelling time in normal working hours immediately before or after the training.

#### 49.13 Application

- (a) An employee will not be entitled to paid leave to attend Union business other than as prescribed by this clause.
- (b) The provisions of this clause will not apply to special arrangements made between the parties, which provide for unpaid leave for employees to conduct Union business.
- (c) The provisions of this clause will not apply when an employee is absent from work without the approval of the employer.

#### 49.14 Leave to attend negotiation planning meetings

- (a) In the 3 months immediately prior to the commencement of negotiations pursuant to Clause 8 – Replacement of Agreement the Employer will grant leave to a maximum of 30 accredited delegates for a maximum of 12 hours each for the purposes of attending union negotiation planning meetings.
- (b) The Union may determine from which workplaces delegates are drawn, provided that, if more than one delegate is drawn from any one hospital, the operation of that hospital will not be unduly affected.
- (c) Any dispute about the number of delegates to be released from any particular hospital will be dealt with via Clause 51 - Dispute Settlement Procedure.
- (d) Application for leave by an employee will be submitted to the employer for

approval at least 4 weeks before the commencement of the leave.

- (e) The employer will not be liable for any expenses associated with an employee's attendance at a negotiation planning meeting.
- (f) Additional leave will be granted for reasonable travelling time undertaken in normal working hours immediately before or after a negotiation planning meeting.

## **50. TIME AND WAGES RECORD**

50.1 In respect of each employee, the employer will keep, or cause to be kept, a time and wages record showing the:

- (a) name of the employee;
- (b) nature of the work performed and whether full time, part time or casual;
- (c) hours worked each day including roster details, if applicable;
- (d) wages, allowances and overtime paid to each employee and any deductions made there from; and
- (e) date of birth of employees employed as junior;

50.2 Computerised time and wages records may be kept by the employer and will be deemed to satisfy the requirements of this clause to the extent of the information recorded.

50.3 Time and Wages Records Available for Inspection by the Union

- (a) The time and wages records will be available for inspection by the Secretary or authorised person of the Union during the employer's usual office hours, for the purpose of investigating a suspected breach of the employer's obligations to its employees. When necessary the accredited official of the Union may take a copy of the record.
- (b) The Union will:
  - (i) give prior notification to the employer on when it proposes to inspect the records, provided that such notice is at least 24 hours, or at least 48 hours where the relevant materials are not kept on the employer's business premises;
  - (ii) not conduct interviews with staff in connection with an inspection of time and wages records during normal working hours in circumstances which will result in the employer's business being unduly interrupted or otherwise hampered; and
  - (iii) treat with confidentiality any information obtained from time and wage



records.

- 50.4 If the employer maintains a personal file or other file on an employee, the employee will be entitled to examine all material on the file, and take copies, at a time that does not result in the employer's business being unduly interrupted or otherwise hampered.

## **51. DISPUTE SETTLEMENT PROCEDURE**

- 51.1 Any question, dispute or difficulty pertaining to the implementation, interpretation or operation of this Agreement will be dealt with in accordance with this clause.
- 51.2 The employee/s and the manager with whom the dispute has arisen will discuss the matter and attempt to find a satisfactory solution, within 3 working days. An employee may be accompanied by a Union representative.
- 51.3 If the dispute cannot be resolved at this level, the matter will be referred to and be discussed with the relevant manager's superior and an attempt made to find a satisfactory solution, within a further 3 working days. An employee may be accompanied by a Union representative.
- 51.4 If the dispute is still not resolved, it may be referred by the employee/s or Union representative to the Chief Executive Officer or their nominee.
- 51.5 Where the dispute cannot be resolved within 5 working days of the employee/s or the Union representatives' referral of the dispute to the Chief Executive Officer or their nominee, either party may refer the matter to the Commission for conciliation and/or arbitration as required.
- 51.6 The period for resolving a dispute may be extended by agreement between the parties.
- 51.7 At all stages of the procedure the employee/s may be accompanied by a Union representative. No delegate may be required by the employer to accompany an employee.
- 51.8 Notwithstanding the above the Union may raise matters directly with representatives of the employer. In each case the Union and the employer will endeavour to reach agreement. If no agreement is reached either party may refer the dispute to the Commission for conciliation and/or arbitration.
- 51.9 The status quo (i.e. the condition applying prior to the issue arising) will remain until the issue is resolved in accordance with the procedures outlined above.
- 51.10 Disciplinary Procedure

Where the employer representative seeks to discipline an employee, or terminate the employment of an employee, other than pursuant to the termination of employment provisions in subclause 11.6, the following steps will be observed:

- (a) In the event that an employee commits a misdemeanour, the employee's immediate supervisor or any other officer so authorised, may exercise the

employer's rights to reprimand the employee so that the employee understands the nature and implications of their conduct.

- (b) The first 2 reprimands will take the form of warnings, and if given verbally, will be confirmed in writing to the employee as soon as practicable after the giving of the reprimand.
- (c) Should it be necessary, for any reason, to reprimand an employee 3 times in a period not exceeding 12 months' continuous service, the contract of service will, upon the giving of that third reprimand, be terminable in accordance with the Agreement.
- (d) The above procedure is meant to preserve the rights of the individual employee, but it will not in any way limit the right of the employer representative to summarily dismiss an employee for misconduct.
- (e) Where a meeting is convened to discuss a disciplinary issue, an employee will be provided with the reasons for the meeting at the time the meeting is requested.

**SCHEDULE A – SIGNATORIES**

Signed

\_\_\_\_\_  
Marshall Warner  
Director  
WA Health Industrial Relation Service

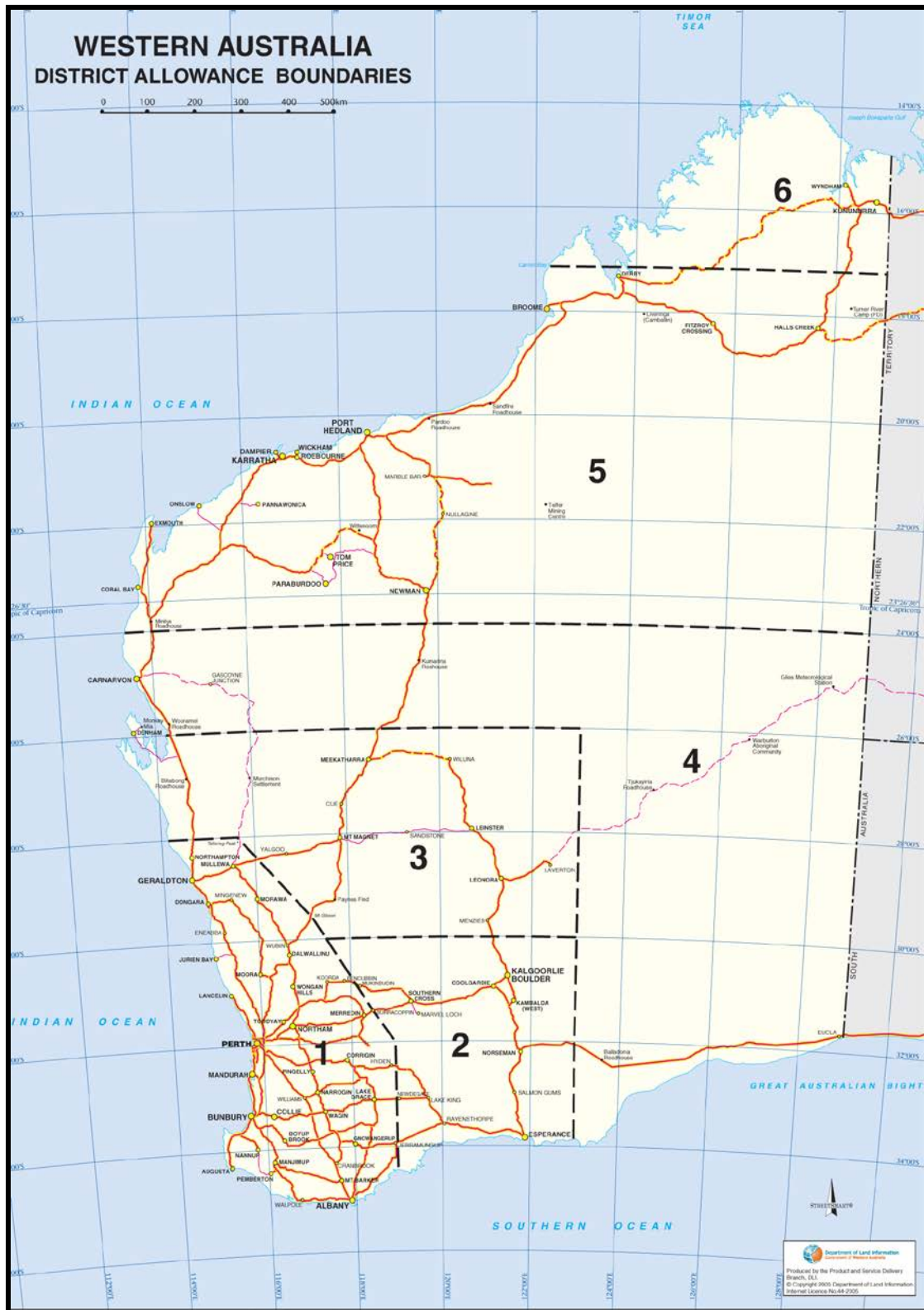
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Signed

\_\_\_\_\_  
~~Dave Kelly~~ Carolyn Smith  
Acting Secretary  
United Voice WA

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# SCHEDULE B – ANNUAL LEAVE TRAVEL CONCESSION MAP



VARIATION RECORD

**WA HEALTH – UNITED VOICE – HOSPITAL SUPPORT WORKERS INDUSTRIAL  
AGREEMENT 2012**

**NO. AG 51 OF 2012**

Registered 10/01/13 at 93 WAIG 56

Amended by order (2013 WAIRC 00811) on 23/09/2013 pursuant to s42G as follows:

**CLAUSE NO.    EXTENT OF VARIATION**

**19. Classification and Wage Rates**

19.1, 19.3(e) & 19.3(i)

**23. Hospital Allowance**

23.2

**24. Miscellaneous Allowances**

24.1, 24.2, 24.3, 24.4, 24.5(c), 24.6(c)(ii), 24.7(a)(v), 24.8 and 24.9(b)

**25. Shift, Weekend and Public Holidays Payment and Allowance**

Clause

**30. Call Allowance (MPS Sleep Shift)**

30.8

**WA HEALTH - UNITED VOICE - HOSPITAL SUPPORT WORKERS INDUSTRIAL  
AGREEMENT 2012**

**WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION**

**PARTIES** THE MINISTER FOR HEALTH IN HIS INCORPORATED CAPACITY UNDER S.7 OF THE HOSPITALS AND HEALTH SERVICES ACT 1927 (WA) AS: (I) THE HOSPITALS FORMERLY COMPRISED IN THE METROPOLITAN HEALTH SERVICE BOARD, (II) THE PEEL HEALTH SERVICES BOARD, AND (III) THE WA COUNTRY HEALTH SERVICE AND ANOTHER

**APPLICANTS**

-v-

UNITED VOICE, WESTERN AUSTRALIAN BRANCH

**RESPONDENT**

**CORAM** COMMISSIONER J L HARRISON  
**DATE** THURSDAY, 10 JANUARY 2013  
**FILE NO/S** AG 51 OF 2012  
**CITATION NO.** 2013 WAIRC 00014

**Result** Agreement registered

**Representation**


**Applicants** Ms J Symons and Mr N Fergus

**Respondent** Ms A Samson and Ms C Smith

*Order*

HAVING heard Ms J Symons and Mr N Fergus on behalf of the applicants and Ms A Samson and Ms C Smith on behalf of the respondent, and by consent, the Commission, pursuant to the powers conferred on it under the *Industrial Relations Act 1979* hereby orders:

THAT the *WA Health – United Voice – Hospital Support Workers Industrial Agreement 2012* in the terms of the agreement filed on 10 December 2012 and amended on 9 January 2013 be registered under s 41 of the *Industrial Relations Act 1979* as an industrial agreement in substitution for the *WA Health – LHMU – Support Workers Industrial Agreement 2007*(No AG 59 of 2007).

 (Sgd.) JL Harrison

COMMISSIONER J L HARRISON