



DRAFT DETERMINATION

Fair Work Act 2009

s.156—4 yearly review of modern awards

4 yearly review of modern awards

(AM2019/17)

FUNERAL INDUSTRY AWARD 2010

[MA000105]

Funeral directing

JUSTICE ROSS, PRESIDENT
DEPUTY PRESIDENT CLANCY
COMMISSIONER BISSETT

PLACE, XX MONTH YEAR

4 yearly review of modern awards – Funeral Industry Award 2010 – modern award varied.

A. Further to the decision [[YEAR] FWCFB XXXX] issued by the Full Bench of the Fair Work Commission on XX MONTH YEAR, the *Funeral Industry Award 2010* is varied as follows:

1. By deleting all clauses, schedules and appendices.
2. By inserting the clauses and schedules attached.

B. This determination comes into operation from [XX MONTH YEAR]. In accordance with s.165(3) of the *Fair Work Act 2009*, this determination does not take effect until the start of the first full pay period that starts on or after [XX MONTH YEAR].

PRESIDENT

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Funeral Industry Award 2020

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Part 1—Application and Operation of this Award

1. Title and commencement

- 1.1 This award is the *Funeral Industry Award 2020*.
- 1.2 This modern award commenced operation on 1 January 2010. The terms of the award have been varied since that date.
- 1.3 A variation to this award does not affect any right, privilege, obligation or liability that a person acquired, accrued or incurred under the award as it existed prior to that variation.

2. Definitions

In this award, unless the contrary intention appears:

Act means the *Fair Work Act 2009* (Cth).

coffin without limiting its general meaning, will include any coffin irrespective of the material used in its construction and manufactured for the purpose of the transfer, cremation or interment of a deceased person.

conductor means an employee engaged for more than half of their working time to supervise the carrying out of funerals from any place to a cemetery or crematorium and the return from that place.

defined benefit member has the meaning given by the *Superannuation Guarantee (Administration) Act 1992* (Cth).

embalmer means a full-time or part-time employee or a duly qualified casual employee engaged for more than half of their working time in the work of sterilisation and/or preservation of human remains and who may also be employed to do other work covered by this award.

embalmer qualified means a person who is:

- (a) eligible for membership of the Australian Institute of Embalming or other equivalent institute; and
- (b) qualified to carry out tasks such as:
 - (i) reconstructive artistry;
 - (ii) cosmetic enhancements; and
 - (iii) embalming of bodies for funerals and transhipment within Australia and internationally.

employee means national system employee within the meaning of the [Act](#).

employer means national system employer within the meaning of the [Act](#).

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

funeral director's assistant means an employee who performs tasks associated with:

- (a) preparing for funerals, including:
 - (i) assisting with the conduct of the funeral service;
 - (ii) collection and transfer of deceased persons; and
 - (iii) basic body preparation and other mortuary tasks;
- (b) cleaning duties, including mortuary cleaning; and
- (c) driving tasks; including driving hearses, mourning cars and transfer vehicles.

funeral industry has the meaning given in clause 4.2.

funeral services means the preparation, arrangement and assistance in conducting a ceremony to mark a person's death and/or disposing of a person's remains, including but not limited to the removal of human bodies and remains, preparing human bodies and remains for disposal, burial, or cremation.

mortuary assistant means an employee who carries out embalming tasks under supervision.

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

NES means the National Employment Standards as contained in [sections 59 to 131](#) of the [Act](#).

on-hire means the on-hire of an employee by their employer to a client, where such employee works under the general guidance and instruction of the client or a representative of the client.

removal means the transfer, including a transfer requested by police, of deceased human remains to the mortuary of a funeral director from any of the following places:

- (a) the place of death;
- (b) a cemetery;
- (c) a hospital;
- (d) a crematorium; or
- (e) a city mortuary.

Removal does not include any subsequent transfer of remains between a funeral director's premises or confined remains to or from:

- (a) a funeral director's premises;
- (b) a church;

- (c) a chapel;
- (d) a residence; or
- (e) an airline, railway or shipping terminal.

standard rate means the minimum weekly rate for a Grade 5 in clause 15.1.

3. The National Employment Standards and this award

- 3.1 The [National Employment Standards](#) (NES) and this award contain the minimum conditions of employment for employees covered by this award.
- 3.2 Where this award refers to a condition of employment provided for in the [NES](#), the [NES](#) definition applies.
- 3.3 The employer must ensure that copies of the award and the [NES](#) are available to all employees to whom they apply, either on a notice board which is conveniently located at or near the workplace or through accessible electronic means.

4. Coverage

- 4.1 This industry award covers employers throughout Australia in the funeral industry and their employees in the classifications listed in clause 12—Classifications to the exclusion of any other modern award.
- 4.2 **Funeral industry** means the provision of funeral services, coffin manufacturing, the removal of deceased human remains and any ancillary services.
- 4.3 This award does not cover employers in the cemetery industry.
- 4.4 This award does not cover:
 - (a) an employee excluded from award coverage by the [Act](#);
 - (b) employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees; or
 - (c) employees who are covered by a State reference public sector modern award, or a State reference public sector transitional award (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees.
- 4.5 This award covers any employer which supplies labour on an on-hire basis in the funeral industry in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. Clause 4.5 operates subject to the exclusions from coverage in this award.

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4.6 This award covers employers which provide group training services for trainees engaged in the funeral industry and/or parts of that industry and those trainees engaged by a group training service hosted by a company to perform work at a location where the activities described herein are being performed. Clause 4.6 operates subject to the exclusions from coverage in this award.

4.7 Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.

5. Individual flexibility arrangements

5.1 Despite anything else in this award, an employer and an individual employee may agree to vary the application of the terms of this award relating to any of the following in order to meet the genuine needs of both the employee and the employer:

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

5.2 An agreement must be one that is genuinely made by the employer and the individual employee without coercion or duress.

5.3 An agreement may only be made after the individual employee has commenced employment with the employer.

5.4 An employer who wishes to initiate the making of an agreement must:

- (a) give the employee a written proposal; and
- (b) if the employer is aware that the employee has, or reasonably should be aware that the employee may have, limited understanding of written English, take reasonable steps (including providing a translation in an appropriate language) to ensure that the employee understands the proposal.

5.5 An agreement must result in the employee being better off overall at the time the agreement is made than if the agreement had not been made.

5.6 An agreement must do all of the following:

- (a) state the names of the employer and the employee; and

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- (b) identify the award term, or award terms, the application of which is to be varied; and
- (c) set out how the application of the award term, or each award term, is varied; and
- (d) set out how the agreement results in the employee being better off overall at the time the agreement is made than if the agreement had not been made; and
- (e) state the date the agreement is to start.

5.7 An agreement must be:

- (a) in writing; and
- (b) signed by the employer and the employee and, if the employee is under 18 years of age, by the employee's parent or guardian.

5.8 Except as provided in clause 5.7(b), an agreement must not require the approval or consent of a person other than the employer and the employee.

5.9 The employer must keep the agreement as a time and wages record and give a copy to the employee.

5.10 The employer and the employee must genuinely agree, without duress or coercion to any variation of an award provided for by an agreement.

5.11 An agreement may be terminated:

- (a) at any time, by written agreement between the employer and the employee; or
- (b) by the employer or employee giving 13 weeks' written notice to the other party (reduced to 4 weeks if the agreement was entered into before the first full pay period starting on or after 4 December 2013).

NOTE: If an employer and employee agree to an arrangement that purports to be an individual flexibility arrangement under this award term and the arrangement does not meet a requirement set out in section 144 then the employee or the employer may terminate the arrangement by giving written notice of not more than 28 days (see section 145 of the [Act](#)).

5.12 An agreement terminated as mentioned in clause 5.11(b) ceases to have effect at the end of the period of notice required under that clause.

5.13 The right to make an agreement under clause 5 is additional to, and does not affect, any other term of this award that provides for an agreement between an employer and an individual employee.

6. Requests for flexible working arrangements

6.1 Employee may request change in working arrangements

Clause 6 applies where an employee has made a request for a change in working arrangements under section 65 of the [Act](#).

NOTE 1: Section 65 of the [Act](#) provides for certain employees to request a change in their working arrangements because of their circumstances, as set out in section 65(1A). Clause 6 supplements or deals with matters incidental to the [NES](#) provisions.

NOTE 2: An employer may only refuse a section 65 request for a change in working arrangements on 'reasonable business grounds' (see section 65(5) and (5A)).

NOTE 3: Clause 6 is an addition to section 65.

6.2 Responding to the request

Before responding to a request made under section 65, the employer must discuss the request with the employee and genuinely try to reach agreement on a change in working arrangements that will reasonably accommodate the employee's circumstances having regard to:

- (a) the needs of the employee arising from their circumstances;
- (b) the consequences for the employee if changes in working arrangements are not made; and
- (c) any reasonable business grounds for refusing the request.

NOTE 1: The employer must give the employee a written response to an employee's section 65 request within 21 days, stating whether the employer grants or refuses the request (section 65(4)).

NOTE 2: If the employer refuses the request, then the written response must include details of the reasons for the refusal (section 65(6)).

6.3 What the written response must include if the employer refuses the request

- (a) Clause 6.3 applies if the employer refuses the request and has not reached an agreement with the employee under clause 6.2.
- (b) The written response under section 65(4) must include details of the reasons for the refusal, including the business ground or grounds for the refusal and how the ground or grounds apply.
- (c) If the employer and employee could not agree on a change in working arrangements under clause 6.2, then the written response under section 65(4) must:
 - (i) state whether or not there are any changes in working arrangements that the employer can offer the employee so as to better accommodate the employee's circumstances; and
 - (ii) if the employer can offer the employee such changes in working arrangements, set out those changes in working arrangements.

6.4 What the written response must include if a different change in working arrangements is agreed

If the employer and the employee reached an agreement under clause 6.2 on a change in working arrangements that differs from that initially requested by the employee, then the employer must provide the employee with a written response to their request setting out the agreed change(s) in working arrangements.

6.5 Dispute resolution

Disputes about whether the employer has discussed the request with the employee and responded to the request in the way required by clause 6, can be dealt with under clause 30—Dispute resolution.

7. Facilitative provisions

7.1 A facilitative provision provides that the standard approach in an award provision may be departed from by agreement between an employer and an individual employee, or an employer and the majority of employees in the enterprise or part of the enterprise concerned.

7.2 Facilitative provisions in this award are contained in the following clauses:

Clause	Provision	Agreement between an employer and:
13.2(c)	Spread of ordinary hours of work – alteration to spread	The majority of employees
13.2(d)	Spread of ordinary hours of work – arrangement of ordinary hours in excess of 8 hours	The majority of employees
13.3(b)	Rostered days off – substitute day	An individual or the majority of employers
13.3(d)	Rostered days off – banking system	Any or all employees
16.4	Payment of wages – fortnightly pay periods	The majority of employees
19.5	Time off instead of payment for overtime	An individual
20.2(b)	Ordinary hours of shiftworkers – period within which weekly average hours calculated	The majority of employees
20.2(d)	Ordinary hours of shiftworkers – arrangement of ordinary hours in excess of 8 hours	An individual or the majority of employees
20.4(a)	Method of working shifts	An individual or the majority of employees
20.4(b)	Method of working shifts – time of commencing and finishing shifts	The majority of employees

Clause	Provision	Agreement between an employer and:
22.3	Annual leave in advance	An individual
22.4	Cashing out of annual leave	An individual

Part 2—Types of Employment and Classifications

8. Types of employment

8.1 Employees under this award will be employed in one of the following employment categories:

- (a) full-time;
- (b) part-time; or
- (c) casual.

8.2 At the time of engagement an employer will inform each employee in writing of the terms of their engagement and whether they are to be full-time, part-time or casual.

9. Full-time employees

9.1 A full-time employee is engaged to work an average of 38 hours per week.

9.2 Hours are to be arranged in accordance with Part 3—Hours of Work.

10. Part-time employees

10.1 An employer may employ part-time employees in any classification in this award.

10.2 A part-time employee is an employee who:

- (a) works less than 38 hours per week;
- (b) has reasonably predictable hours of work; and
- (c) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.

10.3 At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work, specifying at least:

- (a) the hours worked each day;
- (b) which days of the week the employee will work; and
- (c) the starting and finishing times each day.

10.4 Any agreed variation to the regular pattern of work in clause 10.3 will be recorded in writing.

- 10.5** A part-time employee must be rostered for a minimum of 3 consecutive hours on any shift.
- 10.6** An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee in accordance with clause 11—Casual employees.
- 10.7** All time worked in excess of the hours as agreed under clauses 10.3 or 10.4 will be overtime and paid for at the rates prescribed in clause 19—Overtime.
- 10.8** A regular part-time employee employed under the provisions of clause 10 must be paid for ordinary hours worked at the minimum hourly rate prescribed for the class of work performed.
- 10.9** Where a public holiday falls on a day an employee normally works, that employee will be paid the appropriate rate for the number of hours normally worked on that day. An employee’s regular roster will not be altered to avoid this obligation.

11. Casual employees

- 11.1** A casual employee is engaged by the hour and paid as a casual employee.
- 11.2** For each hour worked a casual employee must be paid:
- (a) the minimum hourly rate for the appropriate classification; and
 - (b) a loading of **25%** of the minimum hourly rate.
- 11.3** A casual employee must be paid for a minimum of 4 hours’ work each time the employee is required to attend work, including when engaged more than once in any day.
- 11.4** The minimum payment in clause 11.3 is made whether the casual employee is required to work the full 4 hours or not.
- 11.5 Right to request casual conversion**
- (a) A person engaged by a particular employer as a regular casual employee may request that their employment be converted to full-time or part-time employment.
 - (b) A **regular casual employee** is a casual employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to perform as a full-time employee or part-time employee under the provisions of this award.
 - (c) A regular casual employee who has worked equivalent full-time hours over the preceding period of 12 months’ casual employment may request to have their employment converted to full-time employment.
 - (d) A regular casual employee who has worked less than equivalent full-time hours over the preceding period of 12 months’ casual employment may request to have

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their employment converted to part-time employment consistent with the pattern of hours previously worked.

- (e) Any request under clause 11.5 must be in writing and provided to the employer.
- (f) Where a regular casual employee seeks to convert to full-time or part-time employment, the employer may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.
- (g) Reasonable grounds for refusal include that:
 - (i) it would require a significant adjustment to the casual employee's hours of work in order for the employee to be engaged as a full-time or part-time employee in accordance with the provisions of this award—that is, the casual employee is not truly a regular casual employee as defined in clause 11.5(b);
 - (ii) it is known or reasonably foreseeable that the regular casual employee's position will cease to exist within the next 12 months;
 - (iii) it is known or reasonably foreseeable that the hours of work which the regular casual employee is required to perform will be significantly reduced in the next 12 months; or
 - (iv) it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the employee is available to work.
- (h) For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.
- (i) Where the employer refuses a regular casual employee's request to convert, the employer must provide the casual employee with the employer's reasons for refusal in writing within 21 days of the request being made.
- (j) If the employee does not accept the employer's refusal, this will constitute a dispute that will be dealt with under the dispute resolution procedure in clause 30—Dispute resolution. Under that procedure, the employee or the employer may refer the matter to the Fair Work Commission if the dispute cannot be resolved at the workplace level.
- (k) Where it is agreed that a casual employee will have their employment converted to full-time or part-time employment as provided for in clause 11.5, the employer and employee must discuss and record in writing:
 - (i) the form of employment to which the employee will convert—that is, full-time or part-time employment; and
 - (ii) if it is agreed that the employee will become a part-time employee, the matters referred to in clause 10.3.

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- (l) The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.
- (m) Once a casual employee has converted to full-time or part-time employment, the employee may only revert to casual employment with the written agreement of the employer.
- (n) A casual employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under clause 11.5.
- (o) Nothing in clause 11.5 obliges a regular casual employee to convert to full-time or part-time employment, nor permits an employer to require a regular casual employee to so convert.
- (p) Nothing in clause 11.5 requires an employer to increase the hours of a regular casual employee seeking conversion to full-time or part-time employment.
- (q) An employer must provide a casual employee, whether a regular casual employee or not, with a copy of the provisions of clause 11.5 within the first 12 months of the employee's first engagement to perform work. In respect of casual employees already employed as at 1 October 2018, an employer must provide such employees with a copy of the provisions of clause 11.5 by 1 January 2019.
- (r) A casual employee's right to request to convert is not affected if the employer fails to comply with the notice requirements in clause 11.5(q).

12. Classifications

Employees must be classified in accordance with the classification descriptions set out in clause 12.

12.1 Grade 1

- (a) Funeral director's assistant;
- (b) coffin draper; or
- (c) adult employee not mentioned elsewhere in any of Grades 2 to 6.

12.2 Grade 2

- (a) Funeral director's assistant engaged in preparation work;
- (b) unqualified embalmer in training or under supervision; or
- (c) adult employee engaged in coffin staining, including puttying, filling and sanding or buffing by mechanical means or operating a spray gun, applying stains, fillers and/or undercoats.

12.3 Grade 3

- (a) Funeral conductor;

- (b) funeral arranger; or
- (c) adult employee who operates a wood working machine but is not required to and does not perform the duties of a Grade 5 employee.

12.4 Grade 4

- (a) Embalmer; or
- (b) adult employee who does not possess appropriate qualifications and is engaged in and capable of performing functions in excess of Grade 3 skills.

12.5 Grade 5

An adult employee who:

- (a) is engaged in the polishing section and who is capable of performing all functions in that section including finishing off and pulling up and is not solely employed on the operations of a spray hand; or
- (b) is capable of operating all wood working machines in the factory and is required to grind cutters, sharpen knives and set knives or blades and set up and make necessary adjustments to such machinery; or
- (c) has appropriate qualifications and is engaged in and capable of performing all functions in the making of coffins.

12.6 Grade 6—Embalmer qualified

An adult employee who is eligible for membership of the Australian Institute of Embalming or other equivalent institute and is qualified to carry out tasks such as:

- (a) reconstructive artistry;
- (b) cosmetic enhancements; and
- (c) embalming of bodies for funerals and transhipment within Australia and internationally.

Part 3—Hours of Work

13. Ordinary hours of work and rostering—other than shiftworkers

13.1 The ordinary hours of work will be an average of 38 hours per week to be worked on one of the following bases:

- (a) 38 hours within a work cycle not exceeding 7 consecutive days;
- (b) 76 hours within a work cycle not exceeding 14 consecutive days;
- (c) 114 hours within a work cycle not exceeding 21 consecutive days; or
- (d) 152 hours within a work cycle not exceeding 28 consecutive days.

13.2 Spread of ordinary hours of work

- (a) The ordinary hours of work may be worked on Monday to Friday between 7.00 am and 7.00 pm.
- (b) The ordinary hours of work will be worked continuously, except for meal breaks, at the discretion of the employer.
- (c) The spread of hours may be altered by up to one hour at either end of the spread by agreement between an employer and the majority of employees concerned.
- (d) The number of ordinary hours worked in a day will not exceed 10 hours. Where the ordinary hours worked in a day exceed 8 hours, the arrangement of hours will be subject to the agreement of the employer and a majority of employees concerned.

13.3 Rostered days off

- (a) Where an employee is entitled to a rostered day off during the work cycle, the employer will give the employee at least 4 weeks' notice of the date they are entitled to take off.
- (b) An employer, with the agreement of the majority of employees concerned or with an individual employee, may substitute the day the employee is to take as a rostered day off for another day.
- (c) An employer, with the agreement of a majority of employees concerned or with an individual employee, may substitute the day an employee is to take as a rostered day off for another day in the case of:
 - (i) a breakdown in machinery;
 - (ii) a failure or shortage of electric power;
 - (iii) to meet the requirements of the business in the event of rush orders; or
 - (iv) some other emergency situation.
- (d) **Banking system**
 - (i) An employer and any or all of the employees in the establishment concerned may agree to a banking system of rostered day(s) off in order to cover peak demand.
 - (ii) Under the banking system, employees would work on what would normally have been their rostered day off and accrue an entitlement to bank a rostered day off over an agreed period not exceeding 10 months.
 - (iii) The day(s) off must be taken at a mutually convenient time for both the employee and the employer; provided that at least 7 days' notice is given before taking the banked rostered day(s) off.

13.4 Make-up time

An employee may, with the consent of the employer elect to work make-up time, where the employee takes time off during ordinary hours and works those hours at a later time, during the spread of ordinary hours at ordinary rates.

14. Breaks

14.1 Rest after early morning work

An employee engaged for a period of 4 hours or more between midnight and 7.00 am is entitled to 8 consecutive hours off duty after finishing work without loss of pay for ordinary hours occurring during this period.

14.2 Rest periods

Where practicable and where rest periods do not interfere with the normal running of funerals, all employees will be entitled to 2 paid rest periods each day as follows:

- (a) the first period of 10 minutes to be taken between the time of starting work and the usual meal break; and
- (b) the second period of 10 minutes to be taken between the usual meal break and the time of finishing work for the day.

14.3 Meal break—other than shiftworkers

- (a) A meal break of between 30 and 60 minutes will be allowed between the hours of 11.00 am and 2.30 pm.
- (b) An employee required to work during their normal meal break will be paid **150%** of the minimum hourly rate for all time worked during the meal break.

Part 4—Wages and Allowances

15. Minimum rates

15.1 An employer must pay employees the following minimum rates for ordinary hours worked by the employee:

Classification	Minimum weekly rate (full-time employee)	Minimum hourly rate
	\$	\$
Grade 1	740.80	19.49
Grade 2	762.10	20.06
Grade 3	791.30	20.82
Grade 4	818.50	21.54

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Classification	Minimum weekly rate (full-time employee)	Minimum hourly rate
	\$	\$
Grade 5	862.50	22.70
Grade 6	889.50	23.41

NOTE: See Schedule A—Summary of Hourly Rates of Pay for a summary of hourly rates of pay including overtime and penalty rates.

15.2 Higher duties

- (a) An employee engaged for more than 2 hours during one day or shift on duties carrying a higher minimum rate than their ordinary classification must be paid the higher minimum rate for that day or shift.
- (b) An employee engaged on higher duties for 2 hours or less during one day or shift, must be paid the higher minimum rate for the time worked at that higher level.

15.3 Supported wage system

For employees who because of the effects of a disability are eligible for a supported wage, see Schedule C—Supported Wage System.

15.4 National training wage

- (a) Schedule E to the [Miscellaneous Award 2020](#) sets out minimum wage rates and conditions for employees undertaking traineeships.
- (b) This award incorporates the terms of Schedule E to the [Miscellaneous Award 2020](#) as at 1 July 2019. Provided that any reference to “this award” in Schedule E to the [Miscellaneous Award 2020](#) is to be read as referring to the *Funeral Industry Award 2020* and not the [Miscellaneous Award 2020](#).

16. Payment of wages

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

- 16.1 Wages will be paid weekly during ordinary working hours.
- 16.2 One day of each pay period will be recognised as pay day.
- 16.3 At the option of the employer, the method of payment will be by cash, electronic funds transfer or cheque drawn on an account with a local bank or financial institution.
- 16.4 Subject to agreement between the majority of employees and the employer, fortnightly pay periods may be introduced.

16.5 Payment on termination of employment

- (a) The employer must pay an employee no later than 7 days after the day on which the employee's employment terminates:
 - (i) the employee's wages under this award for any complete or incomplete pay period up to the end of the day of termination; and
 - (ii) all other amounts that are due to the employee under this award and the [NES](#).
- (b) The requirement to pay wages and other amounts under clause 16.5(a) is subject to further order of the Commission and the employer making deductions authorised by this award or the [Act](#).

NOTE 1: Section 117(2) of the [Act](#) provides that an employer must not terminate an employee's employment unless the employer has given the employee the required minimum period of notice or "has paid" to the employee payment instead of giving notice.

NOTE 2: Clause 16.5(b) allows the Commission to make an order delaying the requirement to make a payment under clause 16.5. For example, the Commission could make an order delaying the requirement to pay redundancy pay if an employer makes an application under section 120 of the [Act](#) for the Commission to reduce the amount of redundancy pay an employee is entitled to under the [NES](#).

NOTE 3: State and Territory long service leave laws or long service leave entitlements under section 113 of the [Act](#), may require an employer to pay an employee for accrued long service leave on the day on which the employee's employment terminates or shortly after.

17. Allowances

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

17.1 Employers must pay to an employee the allowances the employee is entitled to under clause 17.

17.2 Wage-related allowances

(a) Stand-by allowance

For each period an employee is required to stand-by the employee will be paid the following allowance:

- (i) between normal finishing and starting time Monday to Friday—**\$12.94** per stand-by period; and/or
- (ii) on a Saturday, Sunday or any public holiday—**\$27.60** per stand-by period.

(b) Exhumations

An employee required to assist in an exhumation will be paid an allowance of **\$92.29** for each body exhumed.

(c) Leading hand allowance

An employee who is appointed by their employer to be a leading hand will be paid an allowance each week as follows:

In charge of	\$ per week
3–10 employees	34.50
11–19 employees	51.75

17.3 Expense-related allowances

(a) Meal allowance

An employee will either be supplied with a meal by the employer or paid **\$13.29** for each meal where the employee is required to:

- (i)** continue work for more than 2 hours after the normal finishing time, Monday to Friday, without being notified on the previous day or earlier that they would be required to work; or
- (ii)** travel in excess of 80 kilometres each way, for a funeral or removal, and is unable to take their midday meal break within the hours prescribed in clause 14.3(a) at the place normally provided by the employer or at the employee’s home.

(b) Tool allowance

Where an employer requires an employee engaged in coffin manufacturing to use their own tools and/or equipment, the employee must be paid a weekly tool allowance of **\$5.17** except where:

- (i)** the employer provides an employee with all the tools reasonably required to perform all the functions of the employee’s employment; or
- (ii)** the employer reimburses the employee the cost of providing the tools and/or equipment.

(c) Uniform allowance

Where an employee is required to wear a uniform, the employer will reimburse the employee for the cost of purchasing and laundering the uniform.

(d) Vaccinations

- (i)** The employer will reimburse the employee for costs of receiving vaccinations from a qualified medical practitioner that are necessary for health and safety at work.

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- (ii) Vaccinations will include but not be limited to injections for Tetanus and Hepatitis B.
 - (iii) The employee must be allowed the necessary time off work without loss of pay but must, if required by the employer, establish by production of a medical certificate from a registered medical practitioner, that the employee was receiving vaccinations in order to receive payment and reimbursement.
 - (iv) Should the employee refuse vaccinations on medical or personal grounds, the employer reserves the right to redeploy the employee.
- (e) **Vehicle allowance**
- (i) Vehicles (including hearses, mourning cars and transfer vehicles) provided by the employer will be fitted with air conditioning.
 - (ii) For the purpose of removals only, vehicles will as far as practicable have the front compartment sealed from the rear compartment.
 - (iii) Employees required by their employer to use their own motor vehicle in the performance of their duties will be paid **\$0.78** per kilometre.

NOTE: See Schedule B—Summary of Monetary Allowances for a summary of monetary allowances and method of adjustment.

18. Superannuation

18.1 Superannuation legislation

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

18.2 Employer contributions

An employer must make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that employee.

18.3 Voluntary employee contributions

- (a) Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise their employer to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the employer makes the superannuation contributions provided for in clause 18.2.
- (b) An employee may adjust the amount the employee has authorised their employer to pay from the wages of the employee from the first of the month following the giving of three months' written notice to their employer.
- (c) The employer must pay the amount authorised under clauses 18.3(a) or 18.3(b) no later than 28 days after the end of the month in which the deduction authorised under clauses 18.3(a) or 18.3(b) was made.

18.4 Superannuation fund

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 18.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 18.2 and pay the amount authorised under clauses 18.3(a) or 18.3(b) to one of the following superannuation funds or its successor:

- (a) AustralianSuper;
- (b) Sunsuper;
- (c) CareSuper;
- (d) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector superannuation scheme; or
- (e) a superannuation fund or scheme which the employee is a defined benefit member of.

18.5 Absence from work

Subject to the governing rules of the relevant superannuation fund, the employer must also make the superannuation contributions provided for in clause 18.2 and pay the amount authorised under clauses 18.3(a) or 18.3(b):

- (a) **Paid leave**—while the employee is on any paid leave;
- (b) **Work-related injury or illness**—for the period of absence from work (subject to a maximum of 52 weeks) of the employee due to work-related injury or work-related illness provided that:

- (i) the employee is receiving workers compensation payments or is receiving regular payments directly from the employer in accordance with the statutory requirements; and
- (ii) the employee remains employed by the employer.

Part 5—Overtime and Penalty Rates

19. Overtime

19.1 Payment for overtime—other than shiftworkers

- (a) For work performed outside the hours fixed as the times for starting and finishing work in clause 13.2, an employee will be paid **150%** of the minimum hourly rate for the first 3 hours worked and **200%** of the minimum hourly rate thereafter.
- (b) Where an employee is recalled to work before 7.00 am or after 7.00 pm for other than arranged overtime, the employee will be paid a minimum of one hour's pay at the applicable overtime or penalty rate specified in either clause 19.1(a) or clause 21.1 on each occasion the employee is recalled to work overtime.
- (c) The base hourly rate for calculating overtime will be the employee's minimum hourly rate in clause 15.1.

19.2 Work on a rostered day off—other than shiftworkers

An employee will be paid **150%** of the minimum hourly rate for work performed on an employee's rostered day off.

19.3 Overtime for shiftworkers

Overtime for shiftworkers will be paid in accordance with clause 20.6.

19.4 Removals

- (a) Where an employee is called to undertake removals between the hours of 7.00 pm and midnight and work is completed at or prior to midnight, the employee will be paid **150%** of the minimum hourly rate for the first 3 hours of work and **200%** of the minimum hourly rate thereafter with a minimum payment of 2 hours.
- (b) Where an employee is called to undertake a removal, any portion of which occurs between the hours of midnight and 7.00 am, the employee will be paid **200%** of the minimum hourly rate with a minimum payment of 2 hours.
- (c) If a removal starts between the starting and finishing times as prescribed in clause 13.2, the employee will be paid at the rate prescribed in clause 19.1. If a subsequent removal is requested after 7.00 pm, although the original removal started before that time, the employee will be paid at the rate as prescribed in clause 19.4, for the subsequent removal.

19.5 Time off instead of payment for overtime

- (a) An employee and employer may agree in writing to the employee taking time off instead of being paid for a particular amount of overtime that has been worked by the employee.
- (b) Any amount of overtime that has been worked by an employee in a particular pay period and that is to be taken as time off instead of the employee being paid for it must be the subject of a separate agreement under clause 19.5.
- (c) An agreement must state each of the following:
 - (i) the number of overtime hours to which it applies and when those hours were worked;
 - (ii) that the employer and employee agree that the employee may take time off instead of being paid for the overtime;
 - (iii) that, if the employee requests at any time, the employer must pay the employee, for overtime covered by the agreement but not taken as time off, at the overtime rate applicable to the overtime when worked;
 - (iv) that any payment mentioned in clause 19.5(c)(iii) must be made in the next pay period following the request.

NOTE: An example of the type of agreement required by clause 19.5 is set out at Schedule D—Agreement for Time Off Instead of Payment for Overtime. There is no requirement to use the form of agreement set out at Schedule D—Agreement for Time Off Instead of Payment for Overtime. An agreement under clause 19.5 can also be made by an exchange of emails between the employee and employer, or by other electronic means.

- (d) The period of time off that an employee is entitled to take is the same as the number of overtime hours worked.

EXAMPLE: By making an agreement under clause 19.5 an employee who worked 2 overtime hours is entitled to 2 hours' time off.

- (e) Time off must be taken:
 - (i) within the period of 6 months after the overtime is worked; and
 - (ii) at a time or times within that period of 6 months agreed by the employee and employer.
- (f) If the employee requests at any time, to be paid for overtime covered by an agreement under clause 19.5 but not taken as time off, the employer must pay the employee for the overtime, in the next pay period following the request, at the overtime rate applicable to the overtime when worked.
- (g) If time off for overtime that has been worked is not taken within the period of 6 months mentioned in clause 19.5(e), the employer must pay the employee for the overtime, in the next pay period following those 6 months, at the overtime rate applicable to the overtime when worked.

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- (h) The employer must keep a copy of any agreement under clause 19.5 as an employee record.
- (i) An employer must not exert undue influence or undue pressure on an employee in relation to a decision by the employee to make, or not make, an agreement to take time off instead of payment for overtime.
- (j) An employee may, under section 65 of the [Act](#), request to take time off, at a time or times specified in the request or to be subsequently agreed by the employer and the employee, instead of being paid for overtime worked by the employee. If the employer agrees to the request then clause 19.5 will apply, including the requirement for separate written agreements under clause 19.5(b) for overtime that has been worked.

NOTE: If an employee makes a request under section 65 of the [Act](#) for a change in working arrangements, the employer may only refuse that request on reasonable business grounds (see section 65(5) of the [Act](#)).

- (k) If, on the termination of the employee's employment, time off for overtime worked by the employee to which clause 19.5 applies has not been taken, the employer must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.

NOTE: Under section 345(1) of the [Act](#), a person must not knowingly or recklessly make a false or misleading representation about the workplace rights of another person under clause 19.5.

19.6 Work performed by part-time and casual employees as prescribed in clause 19 is subject to the applicable minimum engagement periods prescribed at clause 10.5 and 11.3 respectively.

20. Shiftwork

20.1 Definitions

- (a) **Afternoon shift** means any shift finishing after 7.00 pm and at or before midnight, Monday to Friday.
- (b) **Non-continuing afternoon shift** means any afternoon shift which does not continue:
 - (i) for at least 5 successive afternoons; or
 - (ii) for at least the number of ordinary hours prescribed by one of the alternative arrangements in clause 20.2.
- (c) **Rostered shift** means a shift for which the employee concerned has had at least 48 hours' notice.

20.2 Ordinary hours of shiftworkers

- (a) The ordinary hours of shiftworkers will not, subject to clause 20.2(c), exceed an average of 38 hours per week over a cycle of up to 4 weeks.

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- (b) By agreement between the employer and a majority of employees concerned, a roster system may operate on the basis that the weekly average of 38 ordinary hours is achieved over a period which exceeds 4 weeks.
- (c) The maximum hours worked in a shift will not exceed 10 hours.
- (d) Where the ordinary working hours will exceed 8 on any shift, the arrangement of hours will be subject to the agreement of the employer and a majority of employees concerned or between the employer and an individual employee.

20.3 Rosters

Shift rosters will specify the commencing and finishing times of ordinary working hours of the respective shifts.

20.4 Method of working shifts

- (a) Subject to clause 20.2, the method of working shifts may be varied by agreement between the employer and a majority of employees or between the employer and an individual employee.
- (b) The time of starting and finishing shifts may be varied by agreement between the employer and a majority of employees to suit the circumstances of the establishment or in the absence of agreement, by the employer giving the employees 7 days' notice of the variation.
- (c) Changes to an employee's regular roster or ordinary hours of work will be subject to clause 29—Consultation about changes to rosters or hours of work.

20.5 Afternoon shift penalty rates

- (a) A shiftworker whilst on afternoon shift will be paid **120%** of the minimum hourly rate.
- (b) A shiftworker on a non-continuing afternoon shift will be paid **150%** of the minimum hourly rate for all ordinary hours worked during the shift.

20.6 Overtime for shiftworkers—Afternoon shiftworker

- (a) All time worked in excess of, or outside the ordinary working hours in clause 20.2 by a shiftworker, or on a shift other than a rostered shift, will be paid at **170%** of the minimum hourly rate for the first 3 hours and **220%** thereafter.
- (b) When less than 7 hours 36 minutes' notice has been given to the employer by a relief employee that they will be absent from work, and the employee whom the relief employee should relieve is not relieved and is required to continue to work on the employee's rostered day off, the unrelieved employee will be paid **220%** of the minimum hourly rate.
- (c) Clause 20.6 operates to the exclusion of clause 20.5.

20.7 Overtime for shiftworkers—Non-continuing afternoon shiftworker

- (a) All time worked in excess of, or outside the ordinary working hours in clause 20.2 by a shiftworker on a non-continuing afternoon shift, or on a shift other than

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a rostered shift, will be paid at **200%** of the minimum hourly rate for the first 3 hours and **250%** thereafter.

- (b) When less than 7 hours 36 minutes' notice has been given to the employer by a relief employee that they will be absent from work, and the employee whom the relief employee should relieve is not relieved and is required to continue to work on the employee's rostered day off, the unrelieved employee will be paid **250%** of the minimum hourly rate.
- (c) Clause 20.7 operates to the exclusion of clause 20.5.

20.8 Rest periods on afternoon shift

A shiftworker working on afternoon shift will be entitled to rest periods in accordance with clause 14.2.

20.9 Unpaid meal break

An employee who works for more than 5 consecutive hours will be given an unpaid meal break of at least 30 minutes' duration.

20.10 Public holidays

For work performed on a rostered shift on a public holiday, shiftworkers will be paid in accordance with clause 21.1(c).

21. Penalty rates

21.1 Work on Saturday, Sunday or public holidays

With the exception of removals, payment for work performed on a Saturday, Sunday or public holiday (or day substituted for a public holiday) will be as follows:

(a) Saturday

- (i) For work performed on a Saturday, employees will be paid **150%** of the minimum hourly rate for the first 3 hours worked, and **200%** of the minimum hourly rate thereafter, with a minimum of 2 hours' pay.
- (ii) Where an employee is engaged in the carrying out of a funeral on a Saturday, the employee will receive a minimum of 4 hours' pay at the following rates:
 - if the work is completed in 3 hours or less, the total minimum payment will be paid at **150%** of the minimum hourly rate; and/or
 - if the work exceeds 3 hours, all additional time will be paid at **200%** of the minimum hourly rate.

(b) Sunday

For all time worked on a Sunday an employee will be paid **200%** of the minimum hourly rate, with a minimum payment of 2 hours' pay.

- (c) **Public holidays**
 - (i) **200%** of the employee’s minimum hourly rate will be paid for all work performed on a public holiday.
 - (ii) The rates prescribed in clause 21.1(c) for shiftworkers are in substitution for, and not cumulative on, the shift penalty prescribed in clause 20.5.
- (d) Work performed by part-time and casual employees, as prescribed in clauses 21.1(a), 21.1(b) and 21.1(c), is subject to the applicable minimum engagement periods prescribed at clauses 10.5 and 11.3.

Part 6—Leave and Public Holidays

22. Annual leave

22.1 Annual leave is provided for in the [NES](#).

22.2 Leave loading

During a period of annual leave an employee will receive a loading of **17.5%** of the appropriate rate prescribed in clause 15—Minimum rates.

22.3 Annual leave in advance

- (a) An employer and employee may agree in writing to the employee taking a period of paid annual leave before the employee has accrued an entitlement to the leave.
- (b) An agreement must:
 - (i) state the amount of leave to be taken in advance and the date on which leave is to commence; and
 - (ii) be signed by the employer and employee and, if the employee is under 18 years of age, by the employee’s parent or guardian.

NOTE: An example of the type of agreement required by clause 22.3 is set out at Schedule E—Agreement to Take Annual Leave in Advance. There is no requirement to use the form of agreement set out at Schedule E—Agreement to Take Annual Leave in Advance.

- (c) The employer must keep a copy of any agreement under clause 22.3 as an employee record.
- (d) If, on the termination of the employee’s employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken in accordance with an agreement under clause 22.3, the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued.

22.4 Cashing out of annual leave

- (a) Paid annual leave must not be cashed out except in accordance with an agreement under clause 22.4.
- (b) Each cashing out of a particular amount of paid annual leave must be the subject of a separate agreement under clause 22.4.
- (c) An employer and an employee may agree in writing to the cashing out of a particular amount of accrued paid annual leave by the employee.
- (d) An agreement under clause 22.4 must state:
 - (i) the amount of leave to be cashed out and the payment to be made to the employee for it; and
 - (ii) the date on which the payment is to be made.
- (e) An agreement under clause 22.4 must be signed by the employer and employee and, if the employee is under 18 years of age, by the employee's parent or guardian.
- (f) The payment must not be less than the amount that would have been payable had the employee taken the leave at the time the payment is made.
- (g) An agreement must not result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks.
- (h) The maximum amount of accrued paid annual leave that may be cashed out in any period of 12 months is 2 weeks.
- (i) The employer must keep a copy of any agreement under clause 22.4 as an employee record.

NOTE 1: Under section 344 of the [Act](#), an employer must not exert undue influence or undue pressure on an employee to make, or not make, an agreement under clause 22.4.

NOTE 2: Under section 345(1) of the [Act](#), a person must not knowingly or recklessly make a false or misleading representation about the workplace rights of another person under clause 22.4.

NOTE 3: An example of the type of agreement required by clause 22.4 is set out at Schedule F—Agreement to Cash Out Annual Leave. There is no requirement to use the form of agreement set out at Schedule F—Agreement to Cash Out Annual Leave.

22.5 Excessive leave accruals: general provision

NOTE: Clauses 22.5 to 22.7 contain provisions, additional to the [NES](#), about the taking of paid annual leave as a way of dealing with the accrual of excessive paid annual leave. See Part 2.2, Division 6 of the [Act](#).

- (a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave.

- (b) If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.
- (c) Clause 22.6 sets out how an employer may direct an employee who has an excessive leave accrual to take paid annual leave.
- (d) Clause 22.7 sets out how an employee who has an excessive leave accrual may require an employer to grant paid annual leave requested by the employee.

22.6 Excessive leave accruals: direction by employer that leave be taken

- (a) If an employer has genuinely tried to reach agreement with an employee under clause 22.5(b) but agreement is not reached (including because the employee refuses to confer), the employer may direct the employee in writing to take one or more periods of paid annual leave.
- (b) However, a direction by the employer under clause 22.6(a):
 - (i) is of no effect if it would result at any time in the employee's remaining accrued entitlement to paid annual leave being less than 6 weeks when any other paid annual leave arrangements (whether made under clause 22.5, 22.6 or 22.7 or otherwise agreed by the employer and employee) are taken into account; and
 - (ii) must not require the employee to take any period of paid annual leave of less than one week; and
 - (iii) must not require the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the direction is given; and
 - (iv) must not be inconsistent with any leave arrangement agreed by the employer and employee.
- (c) The employee must take paid annual leave in accordance with a direction under clause 22.6(a) that is in effect.
- (d) An employee to whom a direction has been given under clause 22.6(a) may request to take a period of paid annual leave as if the direction had not been given.

NOTE 1: Paid annual leave arising from a request mentioned in clause 22.6(d) may result in the direction ceasing to have effect. See clause 22.6(b)(i).

NOTE 2: Under section 88(2) of the [Act](#), the employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave.

22.7 Excessive leave accruals: request by employee for leave

- (a) If an employee has genuinely tried to reach agreement with an employer under clause 22.5(b) but agreement is not reached (including because the employer refuses to confer), the employee may give a written notice to the employer requesting to take one or more periods of paid annual leave.

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- (b) However, an employee may only give a notice to the employer under clause 22.7(a) if:
- (i) the employee has had an excessive leave accrual for more than 6 months at the time of giving the notice; and
 - (ii) the employee has not been given a direction under clause 22.6(a) that, when any other paid annual leave arrangements (whether made under clause 22.5, 22.6 or 22.7 or otherwise agreed by the employer and employee) are taken into account, would eliminate the employee's excessive leave accrual.
- (c) A notice given by an employee under clause 22.7(a) must not:
- (i) if granted, result in the employee's remaining accrued entitlement to paid annual leave being at any time less than 6 weeks when any other paid annual leave arrangements (whether made under clause 22.5, 22.6 or 22.7 or otherwise agreed by the employer and employee) are taken into account; or
 - (ii) provide for the employee to take any period of paid annual leave of less than one week; or
 - (iii) provide for the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the notice is given; or
 - (iv) be inconsistent with any leave arrangement agreed by the employer and employee.
- (d) An employee is not entitled to request by a notice under clause 22.7(a) more than 4 weeks' paid annual leave in any period of 12 months.
- (e) The employer must grant paid annual leave requested by a notice under clause 22.7(a).

23. Personal/carer's leave and compassionate leave

Personal/carer's leave and compassionate leave are provided for in the [NES](#).

24. Parental leave and related entitlements

Parental leave and related entitlements are provided for in the [NES](#).

25. Community service leave

Community service leave is provided for in the [NES](#).

26. Unpaid family and domestic violence leave

Unpaid family and domestic violence leave is provided for in the [NES](#).

NOTE 1: Information concerning an employee's experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the employee. Employers should consult with such employees regarding the handling of this information.

NOTE 2: Depending upon the circumstances, evidence that would satisfy a reasonable person of the employee's need to take family and domestic violence leave may include a document issued by the police service, a court or family violence support service, or a statutory declaration.

27. Public holidays

27.1 Public holiday entitlements are provided for in the [NES](#).

27.2 An employee who works on a public holiday will be paid in accordance with clause 21.1(c).

27.3 Part-day Public Holidays

For provisions relating to part-day public holidays see Schedule G—Part-day Public Holidays.

Part 7—Consultation and Dispute Resolution

28. Consultation about major workplace change

28.1 If an employer makes a definite decision to make major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must:

- (a) give notice of the changes to all employees who may be affected by them and their representatives (if any); and
- (b) discuss with affected employees and their representatives (if any):
 - (i) the introduction of the changes; and
 - (ii) their likely effect on employees; and
 - (iii) measures to avoid or reduce the adverse effects of the changes on employees; and
- (c) commence discussions as soon as practicable after a definite decision has been made.

28.2 For the purposes of the discussion under clause 28.1(b), the employer must give in writing to the affected employees and their representatives (if any) all relevant information about the changes including:

- (a) their nature; and
- (b) their expected effect on employees; and
- (c) any other matters likely to affect employees.

- 28.3** Clause 28.2 does not require an employer to disclose any confidential information if its disclosure would be contrary to the employer's interests.
- 28.4** The employer must promptly consider any matters raised by the employees or their representatives about the changes in the course of the discussion under clause 28.1(b).
- 28.5** In clause 28 **significant effects**, on employees, includes any of the following:
- (a) termination of employment; or
 - (b) major changes in the composition, operation or size of the employer's workforce or in the skills required; or
 - (c) loss of, or reduction in, job or promotion opportunities; or
 - (d) loss of, or reduction in, job tenure; or
 - (e) alteration of hours of work; or
 - (f) the need for employees to be retrained or transferred to other work or locations; or
 - (g) job restructuring.
- 28.6** Where this award makes provision for alteration of any of the matters defined at clause 28.5, such alteration is taken not to have significant effect.

29. Consultation about changes to rosters or hours of work

- 29.1** Clause 29 applies if an employer proposes to change the regular roster or ordinary hours of work of an employee, other than an employee whose working hours are irregular, sporadic or unpredictable.
- 29.2** The employer must consult with any employees affected by the proposed change and their representatives (if any).
- 29.3** For the purpose of the consultation, the employer must:
- (a) provide to the employees and representatives mentioned in clause 29.2 information about the proposed change (for example, information about the nature of the change and when it is to begin); and
 - (b) invite the employees to give their views about the impact of the proposed change on them (including any impact on their family or caring responsibilities) and also invite their representative (if any) to give their views about that impact.
- 29.4** The employer must consider any views given under clause 29.3(b).
- 29.5** Clause 29 is to be read in conjunction with any other provisions of this award concerning the scheduling of work or the giving of notice.

30. Dispute resolution

- 30.1** Clause 30 sets out the procedures to be followed if a dispute arises about a matter under this award or in relation to the [NES](#).
- 30.2** The parties to the dispute must first try to resolve the dispute at the workplace through discussion between the employee or employees concerned and the relevant supervisor.
- 30.3** If the dispute is not resolved through discussion as mentioned in clause 30.2, the parties to the dispute must then try to resolve it in a timely manner at the workplace through discussion between the employee or employees concerned and more senior levels of management, as appropriate.
- 30.4** If the dispute is unable to be resolved at the workplace and all appropriate steps have been taken under clauses 30.2 and 30.3, a party to the dispute may refer it to the Fair Work Commission.
- 30.5** The parties may agree on the process to be followed by the Fair Work Commission in dealing with the dispute, including mediation, conciliation and consent arbitration.
- 30.6** If the dispute remains unresolved, the Fair Work Commission may use any method of dispute resolution that it is permitted by the [Act](#) to use and that it considers appropriate for resolving the dispute.
- 30.7** A party to the dispute may appoint a person, organisation or association to support and/or represent them in any discussion or process under clause 30.
- 30.8** While procedures are being followed under clause 30 in relation to a dispute:
- (a) work must continue in accordance with this award and the [Act](#); and
 - (b) an employee must not unreasonably fail to comply with any direction given by the employer about performing work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.
- 30.9** Clause 30.8 is subject to any applicable work health and safety legislation.

Part 8—Termination of Employment and Redundancy

31. Termination of employment

NOTE: The [NES](#) sets out requirements for notice of termination by an employer. See sections 117 and 123 of the [Act](#).

31.1 Notice of termination by an employee

- (a) Clause 31.1 applies to all employees except those identified in sections 123(1) and 123(3) of the [Act](#).
- (b) An employee must give the employer notice of termination in accordance with **Table 1—Period of notice** of at least the period specified in column 2 according to the period of continuous service of the employee specified in column 1.

Table 1—Period of notice

Column 1	Column 2
Employee’s period of continuous service with the employer at the end of the day the notice is given	Period of notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

NOTE: The notice of termination required to be given by an employee is the same as that required of an employer except that the employee does not have to give additional notice based on the age of the employee.

- (c) In clause 31.1(b) **continuous service** has the same meaning as in section 117 of the [Act](#).
- (d) If an employee who is at least 18 years old does not give the period of notice required under clause 31.1(b), then the employer may deduct from wages due to the employee under this award an amount that is no more than one week’s wages for the employee.
- (e) If the employer has agreed to a shorter period of notice than that required under clause 31.1(b), then no deduction can be made under clause 31.1(d).
- (f) Any deduction made under clause 31.1(d) must not be unreasonable in the circumstances.

31.2 Job search entitlement

- (a) Where an employer has given notice of termination to an employee, the employee must be allowed time off without loss of pay of up to one day for the purpose of seeking other employment.
- (b) The time off under clause 31.2 is to be taken at times that are convenient to the employee after consultation with the employer.

32. Redundancy

NOTE: Redundancy pay is provided for in the [NES](#). See sections 119 to 123 of the [Act](#).

32.1 Transfer to lower paid duties on redundancy

- (a) Clause 32.1 applies if, because of redundancy, an employee is transferred to new duties to which a lower ordinary rate of pay applies.
- (b) The employer may:
 - (i) give the employee notice of the transfer of at least the same length as the employee would be entitled to under section 117 of the [Act](#) as if it were a notice of termination given by the employer; or

- (ii) transfer the employee to the new duties without giving notice of transfer or before the expiry of a notice of transfer, provided that the employer pays the employee as set out in clause 32.1(c).
- (c) If the employer acts as mentioned in clause 32.1(b)(ii), the employee is entitled to a payment of an amount equal to the difference between the ordinary rate of pay of the employee (inclusive of all-purpose allowances, shift rates and penalty rates applicable to ordinary hours) for the hours of work the employee would have worked in the first role, and the ordinary rate of pay (also inclusive of all-purpose allowances, shift rates and penalty rates applicable to ordinary hours) of the employee in the second role for the period for which notice was not given.

32.2 Employee leaving during redundancy notice period

- (a) An employee given notice of termination in circumstances of redundancy may terminate their employment during the minimum period of notice prescribed by section 117(3) of the [Act](#).
- (b) The employee is entitled to receive the benefits and payments they would have received under clause 32 or under sections 119 to 123 of the [Act](#) had they remained in employment until the expiry of the notice.
- (c) However, the employee is not entitled to be paid for any part of the period of notice remaining after the employee ceased to be employed.

32.3 Job search entitlement

- (a) Where an employer has given notice of termination to an employee in circumstances of redundancy, the employee must be allowed time off without loss of pay of up to one day each week of the minimum period of notice prescribed by section 117(3) of the [Act](#) for the purpose of seeking other employment.
- (b) If an employee is allowed time off without loss of pay of more than one day under clause 32.3(a), the employee must, at the request of the employer, produce proof of attendance at an interview.
- (c) A statutory declaration is sufficient for the purpose of clause 32.3(b).
- (d) An employee who fails to produce proof when required under clause 32.3(b) is not entitled to be paid for the time off.
- (e) This entitlement applies instead of clause 31.2.

Schedule A—Summary of Hourly Rates of Pay

A.1 Full-time and part-time employees

A.1.1 Full-time and part-time employees other than shiftworkers—ordinary and penalty rates

Classification	Ordinary hours	Employees undertaking removals			Public holiday – all employees other than employees undertaking removals
		7.00 pm to midnight and 7.00 am to 7.00 pm		Midnight to 7.00 am – all hours worked	
		First 3 hours	After first 3 hours		
% of minimum hourly rate					
	100%	150%	200%	200%	200%
	\$	\$	\$	\$	\$
Grade 1	19.49	29.24	38.98	38.98	38.98
Grade 2	20.06	30.09	40.12	40.12	40.12
Grade 3	20.82	31.23	41.64	41.64	41.64
Grade 4	21.54	32.31	43.08	43.08	43.08
Grade 5	22.70	34.05	45.40	45.40	45.40
Grade 6	23.41	35.12	46.82	46.82	46.82

A.1.2 Full-time and part-time employees other than shiftworkers—overtime rates

Classification	Monday to Saturday – first 3 hours	Monday to Saturday – after 3 hours	Sunday – all day	Public holiday – all day
% of minimum hourly rate				
	150%	200%	200%	200%
	\$	\$	\$	
Grade 1	29.24	38.98	38.98	38.98
Grade 2	30.09	40.12	40.12	40.12
Grade 3	31.23	41.64	41.64	41.64
Grade 4	32.31	43.08	43.08	43.08
Grade 5	34.05	45.40	45.40	45.40
Grade 6	35.12	46.82	46.82	46.82

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A.1.3 Full-time and part-time shiftworkers—ordinary and penalty rates

Classification	Day shift	Afternoon	Non-continuing afternoon ¹	Public holiday
	% of minimum hourly rate			
	100%	120%	150%	200%
	\$	\$	\$	\$
Grade 1	19.49	23.39	29.24	38.98
Grade 2	20.06	24.07	30.09	40.12
Grade 3	20.82	24.98	31.23	41.64
Grade 4	21.54	25.85	32.31	43.08
Grade 5	22.70	27.24	34.05	45.40
Grade 6	23.41	28.09	35.12	46.82

¹ **Non-continuing afternoon shift** means any afternoon shift which does not continue for at least 5 successive afternoons or for at least the number of ordinary hours prescribed by one of the alternative arrangements in clause 20.2 (see clause 20.5(b)).

A.1.4 Full-time and part-time shiftworkers—overtime rates

Classification	Afternoon shift	Non-continuing afternoon shift ¹	Afternoon shift – Monday to Friday		Non-continuing afternoon shift ¹ – Monday to Friday	
			First 3 hours	After 3 hours	First 3 hours	After 3 hours
	% of minimum hourly rate					
	120%	150%	170%	220%	200%	250%
	\$	\$	\$	\$	\$	\$
Grade 1	23.39	29.24	33.13	42.88	38.98	48.73
Grade 2	24.07	30.09	34.10	44.13	40.12	50.15
Grade 3	24.98	31.23	35.39	45.80	41.64	52.05
Grade 4	25.85	32.31	36.62	47.39	43.08	53.85
Grade 5	27.24	34.05	38.59	49.94	45.40	56.75
Grade 6	28.09	35.12	39.80	51.50	46.82	58.53

¹ **Non-continuing afternoon shift** means any afternoon shift which does not continue for at least 5 successive afternoons or for at least the number of ordinary hours prescribed by one of the alternative arrangements in clause 20.2 (see clause 20.5(b)).

A.1.5 Full-time and part-time shiftworkers—overtime from midnight Friday until midnight Sunday

Classification	Day shift (minimum hourly rate)	Afternoon shift – Saturday and Sunday		Non-continuing afternoon shift ¹ – Saturday and Sunday	
		First 3 hours	After 3 hours	First 3 hours	After 3 hours
% of minimum hourly rate					
	100%	170%	220%	200%	250%
	\$	\$	\$	\$	\$
Grade 1	19.49	33.13	42.88	38.98	48.73
Grade 2	20.06	34.10	44.13	40.12	50.15
Grade 3	20.82	35.39	45.80	41.64	52.05
Grade 4	21.54	36.62	47.39	43.08	53.85
Grade 5	22.70	38.59	49.94	45.40	56.75
Grade 6	23.41	39.80	51.50	46.82	58.53

¹ **Non-continuing afternoon shift** means any afternoon shift which does not continue for at least 5 successive afternoons or for at least the number of ordinary hours prescribed by one of the alternative arrangements in clause 20.2 (see clause 20.5(b)).

A.2 Casual employees

A.2.1 Casual employees other than shiftworkers—ordinary and penalty rates

Classification	Ordinary hours	Employees undertaking removals			Public holiday – all employees other than employees undertaking removals
		7.00 pm to midnight and 7.00 am to 7.00 pm		Midnight to 7.00 am – all hours worked	
		First 3 hours	After first 3 hours		
% of minimum hourly rate					
	125%	175%	225%	225%	225%
	\$	\$	\$	\$	\$
Grade 1	24.36	34.11	43.85	43.85	43.85
Grade 2	25.08	35.11	45.14	45.14	45.14
Grade 3	26.03	36.44	46.85	46.85	46.85
Grade 4	26.93	37.70	48.47	48.47	48.47

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Classification	Ordinary hours	Employees undertaking removals			Public holiday – all employees other than employees undertaking removals
		7.00 pm to midnight and 7.00 am to 7.00 pm		Midnight to 7.00 am – all hours worked	
		First 3 hours	After first 3 hours		
% of minimum hourly rate					
	125%	175%	225%	225%	225%
	\$	\$	\$	\$	\$
Grade 5	28.38	39.73	51.08	51.08	51.08
Grade 6	29.26	40.97	52.67	52.67	52.67

A.2.2 Casual shiftworkers—ordinary and penalty rates

Classification	Day shift	Afternoon shift	Non-continuing afternoon shift ¹	Monday to Friday – first 3 hours	Monday to Friday – after 3 hours
% of minimum hourly rate					
	125%	145%	175%	175%	225%
	\$	\$	\$	\$	\$
Grade 1	24.36	28.26	34.11	34.11	43.85
Grade 2	25.08	29.09	35.11	35.11	45.14
Grade 3	26.03	30.19	36.44	36.44	46.85
Grade 4	26.93	31.23	37.70	37.70	48.47
Grade 5	28.38	32.92	39.73	39.73	51.08
Grade 6	29.26	33.94	40.97	40.97	52.67

¹ **Non-continuing afternoon shift** means any afternoon shift which does not continue for at least 5 successive afternoons or for at least the number of ordinary hours prescribed by one of the alternative arrangements in clause 20.2 (see clause 20.5(b)).

Schedule B—Summary of Monetary Allowances

See clause 17—Allowances for full details of allowances payable under this award.

B.1 Wage-related allowances:

B.1.1 The wage-related allowances in this award are based on the [standard rate](#) as defined in clause 2—Definitions as the minimum weekly rate for a Grade 5 in clause 15.1 = **\$862.50**.

Allowance	Clause	% of standard rate	\$	Payable
Stand-by allowance— Between normal finishing and starting time—Monday to Friday	17.2(a)(i)	1.5	12.94	per stand-by period
Stand-by allowance— Saturday, Sunday and public holidays	17.2(a)(ii)	3.2	27.60	per stand-by period
Exhumation allowance	17.2(b)	10.7	92.29	per body
Leading hand, in charge of—3 to 10 employees	17.2(c)	4.0	34.50	per week
Leading hand, in charge of—11 to 19 employees	17.2(c)	6.0	51.75	per week

B.1.2 Adjustment of wage-related allowances

Wage-related allowances are adjusted in accordance with increases to wages and are based on a percentage of the [standard rate](#) as specified.

B.2 Expense-related allowances

B.2.1 The following expense-related allowances will be payable to employees in accordance with clause 17.3:

Allowance	Clause	\$	Payable
Meal allowance—overtime of more than 2 hours after normal ceasing time without notice	17.3(a)(i)	13.29	per meal
Travelling meal allowance	17.3(a)(ii)	13.29	per meal
Tool allowance—employee engaged in coffin manufacturing	17.3(b)	5.17	per week
Vehicle allowance	17.3(e)	0.78	per km

B.2.2 Adjustment of expense-related allowances

- (a) At the time of any adjustment to the [standard rate](#), each expense-related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.
- (b) The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

Allowance	Applicable Consumer Price Index figure
Meal allowances	Take away and fast foods sub-group
Tool allowance	Tools and equipment for house and garden component of the household appliances, utensils and tools sub-group
Vehicle allowance	Private motoring sub-group

Schedule C—Supported Wage System

C.1 This schedule 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 award.

C.2 In this schedule:

approved 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.

assessment instrument means the tool 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.

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.

relevant minimum wage means the minimum wage prescribed in this award for the class of work for which an employee is engaged.

supported wage system (SWS) means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au.

SWS wage assessment agreement means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate.

C.3 Eligibility criteria

C.3.1 Employees covered by this schedule 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 award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

C.3.2 This schedule 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 award relating to the rehabilitation of employees who are injured in the course of their employment.

C.4 Supported wage rates

C.4.1 Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

Assessed capacity (clause C.5)	Relevant minimum wage
%	%
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

C.4.2 Provided that the minimum amount payable must be not less than **\$87** per week.

C.4.3 Where an employee's assessed capacity is **10%**, they must receive a high degree of assistance and support.

C.5 Assessment of capacity

C.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the SWS by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.

C.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by the employer as a time and wages record in accordance with the [Act](#).

C.6 Lodgement of SWS wage assessment agreement

C.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with the Fair Work Commission.

C.6.2 All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

C.7 Review of assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the SWS.

C.8 Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this schedule will be entitled to the same terms and conditions of employment as other workers covered by this award on a pro rata basis.

C.9 Workplace adjustment

An employer wishing to employ a person under the provisions of this schedule must 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 workers in the area.

C.10 Trial period

- C.10.1** 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 schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed.
- C.10.2** During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- C.10.3** The minimum amount payable to the employee during the trial period must be no less than **\$87** per week.
- C.10.4** Work trials should include induction or training as appropriate to the job being trialled.
- C.10.5** 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 clause C.5.

Schedule D—Agreement for Time Off Instead of Payment for Overtime

Link to PDF copy of [Agreement for Time Off Instead of Payment for Overtime](#).

Name of employee: _____

Name of employer: _____

The employer and employee agree that the employee may take time off instead of being paid for the following amount of overtime that has been worked by the employee:

Date and time overtime started: ___/___/20___ am/pm

Date and time overtime ended: ___/___/20___ am/pm

Amount of overtime worked: _____ hours and _____ minutes

The employer and employee further agree that, if requested by the employee at any time, the employer must pay the employee for overtime covered by this agreement but not taken as time off. Payment must be made at the overtime rate applying to the overtime when worked and must be made in the next pay period following the request.

Signature of employee: _____

Date signed: ___/___/20___

Name of employer representative: _____

Signature of employer representative: _____

Date signed: ___/___/20___

Schedule E—Agreement to Take Annual Leave in Advance

Link to PDF copy of [Agreement to Take Annual Leave in Advance](#).

Name of employee: _____

Name of employer: _____

The employer and employee agree that the employee will take a period of paid annual leave before the employee has accrued an entitlement to the leave:

The amount of leave to be taken in advance is: ____ hours/days

The leave in advance will commence on: ____/____/20____

Signature of employee: _____

Date signed: ____/____/20____

Name of employer representative: _____

Signature of employer representative: _____

Date signed: ____/____/20____

[If the employee is under 18 years of age - include:]

I agree that:

if, on termination of the employee’s employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken under this agreement, then the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued.

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date signed: ____/____/20____

Schedule F—Agreement to Cash Out Annual Leave

Link to PDF copy of [Agreement to Cash Out Annual Leave](#).

Name of employee: _____

Name of employer: _____

The employer and employee agree to the employee cashing out a particular amount of the employee’s accrued paid annual leave:

The amount of leave to be cashed out is: ____ hours/days

The payment to be made to the employee for the leave is: \$_____ subject to deduction of income tax/after deduction of income tax (strike out where not applicable)

The payment will be made to the employee on: ___/___/20___

Signature of employee: _____

Date signed: ___/___/20___

Name of employer representative: _____

Signature of employer representative: _____

Date signed: ___/___/20___

Include if the employee is under 18 years of age:

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date signed: ___/___/20___

Schedule G—Part-day Public Holidays

- G.1** This schedule operates where this award otherwise contains provisions dealing with public holidays that supplement the [NES](#).
- G.2** Where a part-day public holiday is declared or prescribed between 6.00 pm and midnight, or 7.00 pm and midnight on Christmas Eve (24 December in each year) or New Year's Eve (31 December in each year) the following will apply on Christmas Eve and New Year's Eve and will override any provision in this award relating to public holidays to the extent of the inconsistency:
- (a) All employees will have the right to refuse to work on the part-day public holiday if the request to work is not reasonable or the refusal is reasonable as provided for in the [NES](#).
 - (b) Where a part-time or full-time employee is usually rostered to work ordinary hours on the declared or prescribed part-day public holiday but as a result of exercising their right under the [NES](#) does not work, they will be paid their ordinary rate of pay for such hours not worked.
 - (c) Where a part-time or full-time employee is usually rostered to work ordinary hours on the declared or prescribed part-day public holiday but as a result of being on annual leave does not work, they will be taken not to be on annual leave during the hours of the declared or prescribed part-day public holiday that they would have usually been rostered to work and will be paid their ordinary rate of pay for such hours.
 - (d) Where a part-time or full-time employee is usually rostered to work ordinary hours on the declared or prescribed part-day public holiday, but as a result of having a rostered day off (RDO) provided under this award, does not work, the employee will be taken to be on a public holiday for such hours and paid their ordinary rate of pay for those hours.
 - (e) Excluding annualised salaried employees to whom clause G.2(f) applies, where an employee works any hours on the declared or prescribed part-day public holiday they will be entitled to the appropriate public holiday penalty rate (if any) in this award for those hours worked.
 - (f) Where an employee is paid an annualised salary under the provisions of this award and is entitled under this award to time off in lieu or additional annual leave for work on a public holiday, they will be entitled to time off in lieu or pro-rata annual leave equivalent to the time worked on the declared or prescribed part-day public holiday.
 - (g) An employee not rostered to work on the declared or prescribed part-day public holiday, other than an employee who has exercised their right in accordance with clause G.2(a), will not be entitled to another day off, another day's pay or another day of annual leave as a result of the part-day public holiday.
- G.3** This schedule is not intended to detract from or supplement the [NES](#).

Schedule X—Additional Measures During the COVID-19 Pandemic

X.1 Subject to clauses X.2.1(d) and X.2.2(c), Schedule X operates from 8 April 2020 until 30 June 2020. The period of operation can be extended on application.

X.2 During the operation of Schedule X, the following provisions apply:

X.2.1 Unpaid pandemic leave

- (a) Subject to clauses X.2.1(b), (c) and (d), any employee is entitled to take up to 2 weeks' unpaid leave if the employee is required by government or medical authorities or on the advice of a medical practitioner to self-isolate and is consequently prevented from working, or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic.
- (b) The employee must give their employer notice of the taking of leave under clause X.2.1(a) and of the reason the employee requires the leave, as soon as practicable (which may be a time after the leave has started).
- (c) An employee who has given their employer notice of taking leave under clause X.2.1(a) must, if required by the employer, give the employer evidence that would satisfy a reasonable person that the leave is taken for a reason given in clause X.2.1(a).
- (d) A period of leave under clause X.2.1(a) must start before 30 June 2020, but may end after that date.
- (e) Leave taken under clause X.2.1(a) does not affect any other paid or unpaid leave entitlement of the employee and counts as service for the purposes of entitlements under this award and the [NES](#).

NOTE: The employer and employee may agree that the employee may take more than 2 weeks' unpaid pandemic leave.

X.2.2 Annual leave at half pay

- (a) Instead of an employee taking paid annual leave on full pay, the employee and their employer may agree to the employee taking twice as much leave on half pay.
- (b) Any agreement to take twice as much annual leave at half pay must be recorded in writing and retained as an employee record.
- (c) A period of leave under clause X.2.2(a) must start before 30 June 2020, but may end after that date.

EXAMPLE: Instead of an employee taking one week's annual leave on full pay, the employee and their employer may agree to the employee taking 2 weeks' annual leave on half pay. In this example:

- the employee's pay for the 2 weeks' leave is the same as the pay the employee would have been entitled to for one week's leave on full pay (where one week's full pay includes leave loading under the Annual Leave clause of this award); and

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- one week of leave is deducted from the employee's annual leave accrual.

NOTE 1: A employee covered by this award who is entitled to the benefit of clause X.2.1 or X.2.2 has a workplace right under section 341(1)(a) of the [Act](#).

NOTE 2: Under section 340(1) of the [Act](#), an employer must not take adverse action against an employee because the employee has a workplace right, has or has not exercised a workplace right, or proposes or does not propose to exercise a workplace right, or to prevent the employee exercising a workplace right. Under section 342(1) of the [Act](#), an employer takes adverse action against an employee if the employer dismisses the employee, injures the employee in his or her employment, alters the position of the employee to the employee's prejudice, or discriminates between the employee and other employees of the employer.

NOTE 3: Under section 343(1) of the [Act](#), a person must not organise or take, or threaten to organise or take, action against another person with intent to coerce the person to exercise or not exercise, or propose to exercise or not exercise, a workplace right, or to exercise or propose to exercise a workplace right in a particular way.