

CITATION: *Catholic Boarding Schools and Colleges Employees  
(Excluding South-East Queensland) Award - State 2005*  
*Reprint of Award - 10 December 2009*  
<<http://www.qirc.qld.gov.au>>

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999 - s. 698 - reprint of award*

**CATHOLIC BOARDING SCHOOLS AND COLLEGES EMPLOYEES  
(EXCLUDING SOUTH-EAST QUEENSLAND) AWARD - STATE 2005**

Pursuant to s. 698 of the *Industrial Relations Act 1999*, the Catholic Boarding Schools and Colleges Employees (Excluding South-East Queensland) Award - State 2005 with all amendments as at 10 December 2009, is hereby reprinted.

I hereby certify that the Award contained herein is a true and correct copy of the Catholic Boarding Schools and Colleges Employees (Excluding South-East Queensland) Award - State 2005 as at 10 December 2009.

Dated 10 December 2009.

G.D. Savill  
Industrial Registrar

**CATHOLIC BOARDING SCHOOLS AND COLLEGES EMPLOYEES  
(EXCLUDING SOUTH-EAST QUEENSLAND) AWARD - STATE 2005**

**PART 1 - APPLICATION AND OPERATION**

**1.1 Title**

This Award is known as the Catholic Boarding Schools and Colleges Employees (Excluding South-East Queensland) Award - State 2005.

**1.2 Arrangement**

Subject Matter	Clause No.
----------------	------------

**PART 1 - APPLICATION AND OPERATION**

Title	1.1
Arrangement	1.2
Date of operation	1.3
Award coverage	1.4
Definitions	1.5
Area of operation	1.6
Parties bound	1.7

**PART 2 - FLEXIBILITY**

Enterprise flexibility	2.1
------------------------	-----

**PART 3 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION**

Consultative mechanisms and procedures in the workplace	3.1
Grievance and dispute settling procedure	3.2

**PART 4 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS**

Employment categories	4.1
Full-time employment	4.2
Part-time employment	4.3
Casual employment	4.4
Multi-skilling	4.5

Subject Matter	Clause No.
Anti-discrimination	4.6
Termination of employment	4.7
Introduction of changes	4.8
Redundancy	4.9
Continuity of service - transfer of calling	4.10

#### PART 5 - WAGES AND WAGE RELATED MATTERS

Definition of classifications	5.1
Wage rates	5.2
Allowances	5.3
Occupational Superannuation	5.4

#### PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

Hours of work	6.1
Roster posting	6.2
Meal breaks	6.3
Rest pauses	6.4
Overtime	6.5
Shift work	6.6
Nineteen day month provisions	6.7

#### PART 7 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS

Annual leave	7.1
Sick leave	7.2
Bereavement leave	7.3
Long service leave	7.4
Family leave	7.5
Public holidays	7.6
Jury service	7.7

#### PART 8 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK

Transport	8.1
Travelling	8.2
Sleeping accommodation	8.3

#### Part 9 - Training and Related Matters

Commitment to training	9.1
Training and education	9.2

#### PART 10 - OCCUPATIONAL HEALTH AND SAFETY MATTERS, EQUIPMENT, TOOLS AND AMENITIES

Laundry	10.1
Food	10.2
Tools	10.3

#### PART 11 - AWARD COMPLIANCE AND UNION RELATED MATTERS

Right of entry	11.1
Time and wages record	11.2
Trade union training leave	11.3
Posting of Award	11.4
Union encouragement	11.5

Employers Schedule 1

### 1.3 Date of operation

This Award takes effect from 20 April 2005.

### 1.4 Award coverage

- 1.4.1 This Award applies to employees employed in or in connection with Catholic boarding schools or colleges throughout the State of Queensland (other than in the South-Eastern Division of Queensland as defined) and to their employers as listed in Schedule 1.
- 1.4.2 This Award shall not apply to those persons who are in Holy Orders, members of a recognised religious order or are *bona fide* church workers and to those persons who satisfy any Industrial Magistrate that they wish to work in any particular establishment from religious motives, and who receive from the Industrial Magistrate a certificate of exemption.

## **1.5 Definitions**

- 1.5.1 "Act" means the *Industrial Relations Act 1999* as amended or replaced from time to time.
- 1.5.2 "Boarding School" means any school which provides board and lodging for primary and/or secondary students.
- 1.5.3 "Commission" means the Queensland Industrial Relations Commission.
- 1.5.4 "Domestic Staff" means an employee who is employed to perform general house cleaning work including, where required, the laundering of small items, such as pillow slips, towels etc.
- 1.5.5 "Duty" includes all tasks related to the provision of service, personal care and supervision of students and tasks concerned with the maintenance of good order and behaviour. In addition to supervising students, tasks shall include the organising, care and supervision of boarding accommodation; they may also include supervision of other staff, whether full-time, part-time or casual, as determined by the School Authority.
- 1.5.6 "Fixed Period Employee" is one engaged to work 38 hours or less per week with a specified commencement and cessation date.
- 1.5.7 "Term-time Employee" is a continuing employee engaged to work:
- (a) 38 ordinary hours per week but less than 52 weeks per annum; or
  - (b) Less than 38 ordinary hours per week and less than 52 weeks per annum.
- 1.5.8 "Union" means The Australian Workers' Union of Employees, Queensland.
- 1.5.9 "Year of Service" the salary payable to a boarding supervisor shall be determined with due regard for their years of service in an equivalent capacity and be inclusive of service prior to the coming into force of this Award.

## **1.6 Area of operation**

For the purposes of this Award, the Divisions and Districts are as follows:

### *1.6.1 Divisions*

Northern Division - That portion of the State along or north of a line commencing at the junction of the sea coast with the 21st parallel of south latitude; from that latitude due west to 147 degrees of east longitude; from that longitude due south to 22 degrees 30 minutes of south latitude; from that latitude due west to the western border of the State.

Mackay Division - That portion of the State within the following boundaries: Commencing at the junction of the sea-coast with the 21st parallel of south latitude; from that latitude due west to 147 degrees of east longitude; from that longitude due south to 22 degrees of south latitude; from that latitude due east to the sea coast; from the sea-coast northerly to the point of commencement.

Southern Division - That portion of the State not included in the Northern or Mackay Divisions.

### *1.6.2 Districts*

- (a) Northern Division:

Eastern District - That portion of the Northern Division along or east of 144 degrees 30 minutes of east longitude.

Western District - The remainder of the Northern Division.

- (b) Southern Division:

Eastern District - That portion of the Southern Division along or east of a line commencing at the junction

of the southern border of the State with 150 degrees of east longitude; from that longitude due north to 25 degrees of south latitude; from that latitude due west to 147 degrees of east longitude; from that longitude due north to the southern boundary of the Mackay Division.

Western District - The remainder of the Southern Division.

## **1.7 Parties bound**

This Award is legally binding on the employer and employees as prescribed by clause 1.4, the Union and its members.

## **PART 2 - FLEXIBILITY**

### **2.1 Enterprise flexibility**

- 2.1.1 As part of a process of improvement in productivity and efficiency, discussion should take place at each enterprise to provide more flexible working arrangements, improvement in the quality of working life, enhancement of skills, training and job satisfaction and to encourage consultative mechanisms across the workplace.
- 2.1.2 The consultative processes established in an enterprise in accordance with clause 2.1 may provide an appropriate mechanism for consideration of matters relevant to clause 2.1.1. Union delegates at the place of work may be involved in such discussions.
- 2.1.3 Any proposed genuine agreement reached between an employer and employee/s in an enterprise is contingent upon the agreement being submitted to the Commission in accordance with Chapter 6 of the Act and is to have no force or effect until approval is given.

## **PART 3 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION**

### **3.1 Consultative mechanisms and procedures in the workplace**

- 3.1.1 The parties to this Award are committed to co-operating positively to increase the efficiency, productivity and competitiveness of the industries covered by this Award and to enhance the career opportunities and job security of employees in such industries.

### **3.2 Grievance and dispute settling procedure**

The matters to be dealt with in this procedure shall include all grievances or disputes between an employee and an employer in respect to any industrial matter and all other matters that the parties agree on and are specified herein. Such procedures shall apply to a single employee or to any number of employees.

- 3.2.1 In the event of an employee having a grievance or dispute the employee shall in the first instance attempt to resolve the matter with the immediate supervisor, who shall respond to such request as soon as reasonably practicable under the circumstances. Where the dispute concerns alleged actions of the immediate supervisor the employee/s may bypass this level in the procedure.
- 3.2.2 If the grievance or dispute is not resolved under clause 3.2.1, the employee or the employee's representative may refer the matter to the next higher level of management for discussion. Such discussion should, if possible, take place within 24 hours after the request by the employee or the employee's representative.
- 3.2.3 If the grievance involves allegations of unlawful discrimination by a supervisor the employee may commence the grievance resolution process by reporting the allegations to the next level of management beyond that of the supervisor concerned. If there is no level of management beyond that involved in the allegation the employee may proceed directly to the process outlined at clause 3.2.5.
- 3.2.4 If the grievance or dispute is still unresolved after discussions mentioned in clause 3.2.2, the matter shall, in the case of a member of a Union, be reported to the relevant officer of that Union and the senior management of the employer or the employer's nominated industrial representative. An employee who is not a member of the Union may report the grievance or dispute to senior management or the nominated industrial representative. This should occur as soon as it is evident that discussions under clause 3.2.2 will not result in resolution of the dispute.
- 3.2.5 If, after discussion between the parties, or their nominees mentioned in clause 3.2.4, the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, then notification of the existence of the dispute is to be given to the Commission in accordance with the provisions of the Act.
- 3.2.6 Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue.

- 3.2.7 The *status quo* existing before the emergence of the grievance or dispute is to continue whilst the above procedure is being followed.
- 3.2.8 All parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by the Commission with a view to the prompt settlement of the dispute.
- 3.2.9 Any Order or Decision of the Commission (subject to the parties' right of appeal under the Act) will be final and binding on all parties to the dispute.
- 3.2.10 Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it shall be open to any party to give notification of the dispute in accordance with the provisions of the Act.

## **PART 4 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS**

### **4.1 Employment categories**

4.1.1 Employees covered by this Award shall be advised in writing of their employment category upon appointment. Employment categories are:

- (a) Full-time;
- (b) Part-time (as prescribed in clause 4.3); and
- (c) Casual (as prescribed in clause 4.4).

4.1.2 At the point of engagement employees will be offered employment on a full-time, part-time, term-time or casual basis.

4.1.3 Except as provided for in clause 4.7, the employer shall give to all employees other than casual employees one week's notice in writing of the termination of their services. Such employees shall give to their employer one week's notice in writing of their intention to resign from their position.

4.1.4 In lieu of notice, one week's salary shall be paid or forfeited as the case may be unless otherwise mutually agreed.

Provided that clauses 4.1.3 and 4.1.4 shall not apply to employees dismissed for incompetence, misconduct or neglect of duty who may be summarily dismissed without notice.

4.1.5 Each employee other than a casual employee shall be advised in writing at point of engagement and at other times when varied in accordance with this Award, the following:

- (a) The nature of engagement as either full-time or such other category as provided in clause 4.1 of this Award;
- (b) If not full-time, the weeks they are employed;
- (c) The days of the week they are employed;
- (d) The normal starting and finishing time for each day's employment; and
- (e) If for employment under clause 1.5.6 the period of employment;

4.1.6 Casual employees shall be advised of the nature of their employment at the point of engagement.

4.1.7 Subject to the provisions of clause 4.7 an employer may vary the terms of engagement of any employee other than a casual employee by providing one week's notice of such changes unless it is mutually agreed between the employer and employee for a shorter period of time.

### **4.2 Full-time employment**

"Full-time Employee" means a person who is engaged to work on a full-time basis.

### **4.3 Part-time employment**

- 4.3.1 Part-time employment is defined as an employee who works a lesser number of hours than constitute full-time employment under this Award and who works a minimum number of hours, being 15 per week; and a maximum number of hours, being 38 per week; and a minimum number of consecutive hours, being 3 per day; with a regular number of ordinary hours per week; and any work performed by a part-time employee outside of the ordinary rostered hours to be paid as overtime.
- 4.3.2 Any variations to work patterns of a part-time employee are to be in accordance with Award provisions for full-time employees.
- 4.3.3 A part-time employee is to be paid on a *pro rata* basis (proportionate to the number of hours worked) for wages and employment conditions as specified in this Award for full-time employment for the same kind of work.
- 4.3.4 All other conditions for part-time employment other than those specified above, shall be those that apply to full-time employment.
- 4.3.5 A part-time employee shall be paid the hourly rate prescribed by the Award and in addition shall be entitled to a *pro rata* payment of the shift premium where appropriate.
- 4.3.6 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 this Award.

Where an employee and the employer agree, part-time employment may be converted to full-time and vice versa on a permanent basis or for a specified period of time. If such as employee transfers from full-time to part-time (or vice versa) all accrued Award and legislative entitlements shall be maintained. Following transfer to part-time employment accrual will occur in accordance with the provisions relevant to part-time employment.

#### **4.4 Casual employment**

- 4.4.1 A casual employee means any employee engaged as such and who is employed by the hour on the class of work for which the employee is engaged.
- 4.4.2 *Casual employees*
- (a) Casual employees shall be paid 1/38th of the appropriate weekly rate of pay for the classification concerned and shall be paid for a minimum of 2 hours per engagement.
- (b) In addition to the rate prescribed in clause 4.4.2 (a) the following loading shall be payable:
- 23% for all ordinary hours worked.

#### **4.5 Multi-skilling**

- 4.5.1 In recognition of the operational and efficiency requirements of the employer, and to create more varied and interesting work, it shall be a condition of employment subject to appropriate training and competency, that each employee shall be available to work as required on any work within the employee's skill, competence and training consistent with the classification structure of this Award (subject to prevailing statutory requirements) and that each employee shall acquire the skills and learn any other job as directed and shall provide instruction and or training as appropriate to another employee as required.
- 4.5.2 Any directions issued by an employer pursuant to the provisions of clause 4.5 shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.

#### **4.6 Anti-discrimination**

- 4.6.1 It is the intention of the parties to this Award to prevent and eliminate discrimination, as defined by the *Anti-Discrimination Act 1991* and the *Industrial Relations Act 1999* as amended from time to time, which includes:
- (a) Discrimination on the basis of sex, marital status, family responsibilities, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity and association with, or relation to, a person identified on the basis of any of the above attributes;
- (b) Sexual harassment; and
- (c) Racial and religious vilification.
- 4.6.2 Accordingly, in fulfilling their obligations under the grievance and dispute settling procedure in clause 3.2, the parties to this Award must take reasonable steps to ensure that neither the Award provisions nor their operation are directly or indirectly discriminatory in their effects.

4.6.3 Under the *Anti-Discrimination Act 1991* it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

4.6.4 Nothing in clause 4.6 is to be taken to affect:

- (a) Any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*; or
- (b) An employee, employer or registered organisation pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

## **4.7 Termination of employment**

### *4.7.1 Termination by the employer*

- (a) In order to terminate the employment of an employee the employer shall give the following notice:

Period of Continuous Service	Period of Notice
not more than one year	1 week
more than one 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

- (b) In addition to the notice in clause 4.7.1 (a), employees over 45 years of age at the time of giving of notice and with not less than 2 years' continuous service, shall be entitled to an additional week's notice.

- (c) Payment in lieu of notice shall be made if the appropriate notice is not given:

Provided that employment may be terminated by part of the period of notice specified and part-payment in lieu thereof.

- (d) The period of notice in this clause 4.7.1 shall not apply to casual employees nor in the case of dismissal for misconduct (including dishonesty, intoxication or wilful disobedience) or other grounds that justify instant dismissal.

### *4.7.2 Notice of termination by employee*

- (a) One week's notice of termination is required to be given by the employee to the employer.
- (b) If an employee fails to give notice the employer shall have the right to withhold monies due to the employee with a maximum amount equal to the ordinary time rate for the period of notice.

### *4.7.3 Casual employees*

No notice is required to be given by the employer or the employee to terminate the hourly contract of employment of a casual employee.

## **4.8 Introduction of changes**

### *4.8.1 Employer's duty to notify*

- (a) Where an employer decides to introduce changes in production, program, organisation, structure or technology, that are likely to have significant effects on employees, the employer shall notify the employees who may be affected by the proposed changes and, where relevant, their Union or Unions.
- (b) "Significant effects" includes termination of employment, major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs:

Provided that where the Award makes provision for alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

### *4.8.2 Employer's duty to consult over change*

- (a) The employer shall consult the employees affected and, where relevant, their Union or Unions about the introduction of the changes, the effects the changes are likely to have on employees (including the number and categories of employees likely to be dismissed, and the time when, or the period over which, the employer intends to carry out the dismissals), and the ways to avoid or minimise the effects of the changes (e.g. by finding alternate employment).
- (b) The consultation must occur as soon as practicable after making the decision referred to in clause 4.8.1.
- (c) For the purpose of such consultation the employer shall provide in writing to the employees concerned and, where relevant, their Union or Unions, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees, and any other matters likely to affect employees, provided that any employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

## **4.9 Redundancy**

### *4.9.1 Consultation before terminations*

- (a) Where an employer decides that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the employer shall consult the employee directly affected and where relevant, their Union or Unions.
- (b) The consultation shall take place as soon as it is practicable after the employer has made a decision, which will invoke the provisions of clause 4.9.1(a) and shall cover the reasons for the proposed terminations, measures to avoid or minimise the terminations and/or their adverse affects on the employees concerned.
- (c) For the purpose of the consultation the employer shall, as soon as practicable, provide in writing to the employees concerned and, where relevant, their Union or Unions, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected, the number of workers normally employed and the period over which the terminations are likely to be carried out:

Provided that an employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

### *4.9.2 Transfer to lower paid duties*

- (a) Where an employee is transferred to lower paid duties for reasons set out clause 4.9.1 the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled to if the employee's employment had been terminated under clause 4.7.
- (b) The employer may, at the employer's option, make payment in lieu thereof of an amount equal to the difference between the former amounts the employer would have been liable to pay and the new lower amount the employer is liable to pay the employee for the number of weeks of notice still owing.
- (c) The amounts must be worked out on the basis of:
  - (i) the ordinary working hours to be worked by the employee;
  - (ii) the amounts payable to the employee for the hours including for example, allowances, loadings and penalties; and
  - (iii) any other amounts payable under the employee's employment contract.

### *4.9.3 Transmission of business*

- (a) Where a business is, whether before or after the date of insertion of clause 4.9 in the Award, transmitted from an employer (transmitter) to another employer (transmittee), and an employee who at the time of such transmission was an employee of the transmitter of the business, becomes an employee of the transmittee:
  - (i) the continuity of the employment of the employee shall be deemed not to have been broken by reason of such transmission; and
  - (ii) the period of employment which the employee has had with the transmitter or any prior transmitter shall be deemed to be service of the employee with the transmittee.

- (b) In clause 4.9.3, "business" includes trade, process, business or occupation and includes a part or subsidiary (which means a corporation that would be taken to be a subsidiary under the Corporations Law, whether or not the Corporations Law applies in the particular case) of any such business and "transmission" includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and "transmitted" has a corresponding meaning.

#### 4.9.4 *Time off during notice period*

- (a) Where a decision has been made to terminate an employee in the circumstances outlined in clause 4.9.1, the employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or the employee shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

#### 4.9.5 *Notice to Centrelink*

Where a decision has been made to terminate employees in the circumstances outlined in clause 4.9.1, the employer shall notify Centrelink as soon as possible giving all relevant information about the proposed terminations, including a written statement of the reasons for the terminations, the number and categories of the employees likely to be affected, the number of workers normally employed and the period over which the terminations are intended to be carried out.

#### 4.9.6 *Severance pay*

- (a) In addition to the period of notice prescribed for ordinary termination in clause 4.7.2(a) and subject to further order of the Commission, an employee whose employment is terminated for reasons set out in clause 4.9.1(a) shall be entitled to the following amounts of severance pay:

Period of Continuous Service	Severance Pay (weeks' pay)
Less than 1 year	nil
1 year but not more than 2 years	4
More than 2 years but not more than 3 years	6
More than 3 years but not more than 4 years	7
More than 4 years but not more than 5 years	8
More than 5 years but not more than 6 years	9
More than 6 years but not more than 7 years	10
More than 7 years but not more than 8 years	11
More than 8 years but not more than 9 years	12
More than 9 years but not more than 10 years	13
More than 10 years but not more than 11 years	14
More than 11 years but not more than 12 years	15
More than 12 years	16

- (b) "Weeks' Pay" means the ordinary time rate of pay for the employee concerned:

Provided that the following amounts are excluded from the calculation of the ordinary time rate of pay: overtime, penalty rates, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and any other ancillary payments.

#### 4.9.7 *Superannuation benefits*

An employer may make an application to the Commission for relief from the obligation to make severance payments in circumstances where:

- (a) the employer has contributed to a superannuation scheme which provides a particular benefit to an employee in a redundancy situation; and
- (b) the particular benefit to the employee is over and above any benefit the employee might obtain from any legislative scheme providing for superannuation benefits (currently the federal Superannuation Guarantee Levy) or an Award-based superannuation scheme.

#### 4.9.8 *Employee leaving during notice*

An employee whose employment is terminated for reasons set out in clause 4.9.1(a) may terminate such employment

during the period of notice, and, if so, shall be entitled to the same benefits and payments under clause 4.9 had such employee remained with the employer until the expiry of such notice:

Provided that in such circumstances the employee shall not be entitled to payment in lieu of notice.

#### 4.9.9 *Alternative employment*

An employer, in a particular case, may make application to the Commission to have the general severance pay prescription amended if the employer obtains acceptable alternative employment for an employee.

#### 4.9.10 *Employees with less than one year's service*

Clause 4.9 shall not apply to employees with less than one year's continuous service and the general obligation on employers should be no more than to give relevant employees an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employees of suitable alternative employment.

#### 4.9.11 *Employees exempted*

Clause 4.9 (Redundancy) shall not apply:

- (a) Where employment is terminated as a consequence of misconduct on the part of the employee;
- (b) To employees engaged for a specific period or task(s), or
- (c) To casual employees.

#### 4.9.12 *Employers exempted*

- (a) Subject to an order of the Commission, in a particular redundancy case, clause 4.9 shall not apply to an employer including a company or companies that employ employees working a total of fewer than 550 hours on average per week, excluding overtime, Monday to Sunday. The 550 hours shall be averaged over the previous 12 months.
- (b) A "company" shall be defined as:
  - (i) a company and the entities it controls;
  - (ii) a company and its related company or related companies; or
  - (iii) a company where the company or companies has a common Director or common Directors or a common shareholder or common shareholders with another company or companies.

#### 4.9.13 *Exemption where transmission of business*

- (a) The provisions of clause 4.9.6 are not applicable where a business is, before or after the date of the insertion of clause 4.9 into the Award, transmitted from an employer (transmitter) to another employer (transmittee), in any of the following circumstances:
  - (i) where the employee accepts employment with the transmittee which recognises the period of continuous service which the employee had with the transmitter, and any prior transmitter, to be continuous service of the employee with the transmittee; or
  - (ii) where the employee rejects an offer of employment with the transmittee:
    - (A) in which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the employee at the time of ceasing employment with the transmitter; and
    - (B) which recognises the period of continuous service which the employee had with the transmitter and any prior transmitter to be continuous service of the employee with the transmittee.
- (b) The Commission may amend clause 4.9.13(a)(ii) if it is satisfied that it would operate unfairly in a particular case, or in the instance of contrived arrangements.

#### 4.9.14 *Incapacity to pay*

An employer in a particular redundancy case may make application to the Commission to have the general severance pay prescription amended on the basis of the employer's incapacity to pay.

#### **4.10 Continuity of service - transfer of calling**

In cases where a transfer of calling occurs, continuity of service should be determined in accordance with sections 67-71 of the Act, as amended from time to time.

### **PART 5 - WAGES AND WAGE RELATED MATTERS**

#### **5.1 Definitions of classifications**

5.1.1 "Assistant supervisor (residential)" means a person who supervises evening studies and other student activities under the direction of a qualified teacher and/or other supervisor.

5.1.2 "Boarding supervisor" means an employee, employed as such.

5.1.3 "Chef or first cook" means the cook permanently employed to be in charge of a kitchen.

5.1.4 "Cook" means an employee who is employed substantially in the cooking and/or preparing of food but shall not be deemed to include other classes of cooks as defined herein.

5.1.5 "Cook employed alone" means a cook (other than a chef or first cook, or second cook) employed in a kitchen where no other cook is employed. Employees engaged in cooking eggs or making toast, teas, coffee or similar drinks shall not be considered to be performing the work of a cook.

5.1.6 "Housekeeper" means the person other than a leading hand who is mainly responsible for the supervision and control of domestic staff and who may be required, from time to time, to perform any of the duties of such staff.

5.1.7 "Kitchenhand" means an employee engaged in assisting a cook or cooks in any kitchen:

Provided that such employee may also be required to work in a pantry.

5.1.8 "Laundry hand" means an employee who is employed to perform general laundry work.

5.1.9 "Leading hand" means laundry worker in charge of other laundry workers and properly classified as a leading hand by the employer.

5.1.10 "Second cook" means a cook who is in charge of the kitchen staff when the chef or first cook is not on duty.

5.1.11 "Supervisor" means the person appointed to supervise the work of kitchenhands, pantryhands, or dining room attendants.

#### **5.2 Wage rates**

5.2.1 The minimum rates of wages payable to the following grades shall be as follows:

	Total rate per week \$
Boarding supervisor - First year of experience	605.60
Second year of experience	608.30
Third year of experience	610.90
Student movement coordinator	617.90
School maintenance coordinator	619.90
School maintenance assistant	586.00
Chef or first cook	618.50
Second cook	607.00
Cook employed alone	587.40
Cook	583.00
Kitchenhand	577.00
Domestic staff	577.00
Farm hand/estate hand	578.20

Note 1: The rates of pay in this Award are intended to include the arbitrated wage adjustment payable under the 1 September 2009 Declaration of General Ruling and earlier Safety Net Adjustments and arbitrated wage adjustments. This arbitrated wage adjustment may be offset against any equivalent amount in rates of pay

received by employees whose wages and conditions of employment are regulated by this Award which are above the wage rates prescribed in the Award. Such payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Queensland workplace agreements, award amendments to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous State Wage Cases or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated wage adjustments., excepting those resulting from enterprise agreements, are not to be used to offset arbitrated wage adjustments.

### 5.2.2 *Junior employees*

The minimum rates of wages for junior employees shall be the undermentioned percentages of the appropriate adult grade rate of the work performed:

	Percentage of adult rate %
Under 17 years of age	55
17 and under 18 years of age	65
18 and under 19 years of age	75
19 and under 20 years of age	85
Thereafter	100

Junior rates shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next highest 10 cent multiple.

5.2.3 Assistant supervisors whose specified duties exceed 10 hours in any one week shall receive the appropriate rate for a boarding supervisor for that particular week.

## 5.3 **Allowances**

### 5.3.1 *Divisional and District allowances*

Adult employees in the Mackay Division shall be paid 90 cents per week and adult employees in the Eastern District of the Northern Division shall be paid \$1.05 per week in addition to the rates above prescribed.

Adult employees in the Western District of the Southern Division shall be paid \$1.05 per week and adult employees in the Western District of the Northern Division shall be paid \$3.25 per week in addition to the rates above prescribed.

### 5.3.2 *Uniforms*

- (a) Where an employer requires any employee to wear any special uniform, dress or clothing such shall be supplied by the employer and such employee shall be paid an allowance of \$5.00 per week unless such uniform, dress or clothing is laundered by the employer.
- (b) Where employees are working in wet areas and it is therefore necessary that waterproof or other protective clothing such as waterproof boots, aprons or gloves be worn by an employee, they shall be supplied with same without cost to the employee. Such protective clothing shall remain the property of the employer.

### 5.3.3 *Supervisory allowances*

Employees appointed as supervisors shall be paid, in addition to the prescribed rates, the amount of 48.7 cents per hour.

### 5.3.4 *Deductions for boarding and lodging*

The amounts which may be deducted from the wages when an employee is provided with board only or board and lodging shall be:

- (a) Where board and residence is made available to adult employees, the employer shall have the right to deduct from the pay of the employee residing on the premises an amount of \$95.50 per fortnight.
- (b) Where lodgings only are made available to adult employees, the employer shall have the right to deduct from the pay of the employee residing on the premises the sum of \$31.85 per fortnight.

In all cases the ratio of the value of board to that of lodging shall be 2 to one.

- (c) The value of board and lodging shall be increased or decreased by an amount equal to 25% of any increase or decrease in the Queensland minimum wage subsequently determined by the Commission.
- (d) In the case of employees who do not reside on the employer's premises, a deduction may be made from their wages by the employer at the rate of 1/21st of the allowance for board calculated to the nearest cent for each meal supplied and consumed during the employee's spread of working hours.
- (e) Where necessary, lodging rooms shall be fitted with adequate heating and cooling appliances.
- (f) In the case of junior employees in receipt of board only or board and lodging the employer may deduct half of the appropriate amount applicable to adult employees.
- (g) By agreement free board and lodging shall be provided to those assistant supervisors who perform up to 10 hours supervisory duty on any one week.

#### **5.4 Occupational superannuation**

5.4.1 In addition to the rates of pay prescribed by clause 5.2 of this Award, all employees shall be entitled to occupational superannuation provisions as prescribed in clause 5.4.

##### *5.4.2 Definitions*

- (a) "The Fund" means:
  - (i) in the case of Employing Authorities nominated in clauses 1.1 to 1.7 of Schedule 1, Part 2 of the Catholic Superannuation and Retirement Fund as amended and the Queensland Independent Education and Care Superannuation Fund.
  - (ii) in the case of Employing Authorities nominated in clause 1.8 of Schedule 1, the Catholic Superannuation and Retirement Fund and the Queensland Independent Education and Care Superannuation Fund.
- (b) "Contributory Wage" means:
  - (i) the ordinary fortnightly rate of pay applicable to each employee's grade;
  - (ii) the fortnightly rate of pay;
  - (iii) the hourly rate of pay for part-time employees; or
  - (iv) the hourly rate of pay for casual employees.
- (c) "Eligible employee" means any employee who has been employed by the employer during 4 consecutive weeks. On completion of the above qualifying period superannuation contributions shall be made retrospectively to the commencement of that period.

##### *5.4.3 Contributions*

The employer shall contribute on behalf of each eligible employee an amount calculated at 9% of the employee's contributory wage into an approved occupational superannuation fund, as defined herein:

Provided that in any instance where the amount as calculated above represents less than \$5.00 per fortnight no contribution will be payable by the employer:

Provided further that the employer shall not be required to pay superannuation contributions on behalf of any eligible employee during any unpaid absences except in the case of absence on workers' compensation. In the case of workers' compensation the employer shall contribute whenever the employee is receiving by way of workers' compensation any amount of money not less than the Award rate of pay.

5.4.4 The obligation upon an employer to make occupational superannuation contributions under clause 5.4 shall be in addition to, and distinguishable from, any contributions being made by such an employer in accordance with the rules of any other particular scheme, prior to the introduction of clause 5.4.

##### *5.4.5 Cessation of contributions*

The employer shall not be required to make any further contributions on behalf of any employee after the end of the last day from which the employee's resignation or dismissal becomes effective.

## PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

### 6.1 Hours of Work

#### 6.1.1 Operation of 38 hour week

- (a) Subject to clause 6.1.2 (Implementation of a 38 hour week), and subject to the exceptions hereinafter provided, the ordinary hours of work shall be an average of 38 per week, to be worked on one of the following bases:
  - (i) 38 hours within a cycle not exceeding 7 consecutive days;
  - (ii) 76 hours within a work cycle not exceeding 14 consecutive days;
  - (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
  - (iv) 152 hours within a work cycle not exceeding 28 days.
- (b) The ordinary hours of work shall not exceed 10 hours per day.
- (c) Where necessary, employees shall commence their ordinary hours and breaks at different times to ensure continuity of service.
- (d) The ordinary starting and finishing times may be altered by the employer with the agreement of the majority of employees concerned to suit geographic, safety, climatic or traffic conditions:

Provided that any such altered starting and finishing time will not invoke any penalty payment that would not be payable if the Award spread of hours was observed.

- (e) Employees are required to observe the nominated starting and finishing times for the work day, including designated breaks to maximise available working time. Preparation for work and cleaning up of the employee's person shall be in the employee's time.
- (f) Where a rostered day falls on a public holiday, the following day may be taken where practicable in lieu thereof or the employee and the employer may agree to an alternative day off duty as substitution.

#### (g) Pay averaging

Employees shall be entitled to a week's wages in accordance with clauses 5.2 for each week of the cycle.

- (h) The entitlement to a rostered day off on full pay shall be subject to the following:
  - (i) each day of paid leave taken (not including annual leave, long service leave) and any public holiday occurring during any cycle of 4 weeks shall be regarded as a day worked for accrual purposes.
  - (ii) an employee who has not worked a complete 4 week cycle in order to accrue a rostered day off shall be paid a *pro rata* amount for credits accrued for each day worked in such cycle payable for the rostered day off (i.e. an amount of 24 minutes for each 8 hour day worked or 2 hours for each 40 hours worked).

For the purposes of clause 6.1.1(h), "worked" includes paid leave referred to in clause 6.1.1(h)(i).

#### (i) Sickness on a rostered day off which has resulted from the 19 days month work cycle

Where an employee is sick or injured on their rostered day off the employee shall not be entitled to sick pay nor shall their sick pay entitlement be reduced as a result of the sickness or injury on that day.

#### (j) Payment of wages

In the event that an employee by virtue of the arrangement of the employee's ordinary working hours is rostered off duty on a day which coincides with pay day, such employee shall be paid no later than the working day immediately following such pay day.

#### 6.1.2 Implementation of a 38 hour week

- (a) The 38 hour week shall be implemented on one of the following bases, most suitable to each location, after consultation with and giving reasonable consideration to the wishes of the employees concerned:

- (i) by employees working less than 8 ordinary hours each day;
  - (ii) by employees working less than 8 ordinary hours on one or more days each work cycle;
  - (iii) by fixing one or more work days on which all employees will be off during a particular work cycle; or
  - (iv) by rostering employees off on various days of the week during a particular work cycle, so that each employee has one work day off during that cycle.
- (b) Subject to clause 6.1.2, employees may agree that the ordinary hours of work are to exceed 8 on any day, thus enabling more than one work day to be taken off during a particular work cycle.
- (c) Notwithstanding any other provision in clause 6.1.2 where the arrangement of ordinary hours of work provides for a rostered day off, the employer and the employee concerned may agree to accrue up to a maximum of 5 rostered days off. Where such agreement has been reached, the accrued rostered days off shall be taken within 12 calendar months of the date on which the first rostered day off was accrued. Consent to accrue rostered days off shall not be unreasonably withheld by either party.
- (d) Different methods of implementation of the 38 hour week may apply to individual employees, groups or sections of employees in each location concerned.

### *6.1.3 Procedure for discussions - 38 hour week*

- (a) The employer and all employees concerned in each establishment shall consult over the most appropriate means of implementing and working a 38 hour week.
- (b) The object of such consultation shall be to reach agreement on the method of implementing and working the 38 hour week in accordance with clause 6.1.
- (c) The outcome of such consultation shall be recorded in writing.
- (d) In cases where agreement cannot be reached as a result of consultation between the parties, either party may request the assistance or advice of their relevant employee or employer organisation.
- (e) Notwithstanding the consultative procedures outlined above, and notwithstanding any lack of agreement by employees, the employer shall have the right to make the final determination as to the method by which the 38 hour week is implemented from time to time.
- (f) After implementation of the 38 hour week, upon giving 7 days' notice or such shorter period as may be mutually agreed upon, the method of working the 38 hour week may be altered, from time to time, following negotiations between the employer and employees concerned, utilising the foregoing provisions of clause 6.1.3, including 6.1.3 (e).

6.1.4 A roster setting out the employee's days off duty and starting and finishing times on such days shall be displayed in a place conveniently accessible to employees at least 3 days before the commencement of each week.

6.1.5 Rosters shall provide a minimum of 10 hours' break between the finish of ordinary hours on one day and the commencement of ordinary hours on the following day.

6.1.6 The ordinary working hours shall be 7 hours and 36 minutes per day, 38 hours per week over 5 days per week with 2 continuous days off per week. Such ordinary hours may be worked within a maximum spread of 14 hours, inclusive of an unpaid meal break. There shall not be more than one break during the ordinary daily working hours.

## **6.2 Roster posting**

A roster showing starting and ceasing times for the ordinary hours of duty of weekly employees and the times between which the period is allotted for each meal together with the surname and initials of each employee shall be prepared by the employer and shall be posted in a conspicuous place or places accessible to the employees concerned. The roster shall be alterable by mutual consent at any time or by amendment of the roster on 7 days' notice. Where practicable, 2 weeks' notice of rostered days off shall be given provided that the days off may be changed by mutual consent or as rendered necessary by the absence of other employees from duty, shortage of staff, or other cause over which the employer has no control and in which cases 12 hours' notice shall be sufficient:

## **6.3 Meal breaks**

6.3.1 Permanent employees shall be entitled to a daily meal break of not less than 30 minutes nor more than one hour's

duration, to be taken between 4 and 6 hours after the commencement of work, or as at any other time as has been mutually agreed between the employer and the majority of employees.

6.3.2 Part-time employees and casual employees who are engaged to work for more than 5 hours a day shall be entitled to a meal break of not less than 30 minutes nor more than one hour's duration.

6.3.3 All work performed during a recognised meal break shall be deemed overtime and shall be paid for at the rate of double time. Such rate shall be continued until a break of the usual duration for a meal is allowed.

#### **6.4 Rest pauses**

6.4.1 Permanent employees shall receive a rest pause of 10 minutes' duration in the first half and the second half of each day worked.

6.4.2 *Part-time and casual employees* - part-time and casual employees who work more than 4 consecutive hours, but less than 7 hours and 36 minutes on any one day shall receive a rest pause of 10 minutes' duration. Employees who work a minimum of 7 hours and 35 minutes (excluding the meal break) on any one day shall receive a rest pause of 10 minutes' duration in the first half and the second half of the period worked.

6.4.3 Rest pauses shall be taken in the employer's time and shall be taken at times to suit the convenience of the employer and so as not to interfere with the continuity of work where continuity, in the opinion of the employer, is necessary.

Provided that where at the employer's discretion, having regard to the employee's health and welfare as well as taking into account peak periods of workload, one rest pause of 20 minutes in the first part of the working day may be substituted.

#### **6.5 Overtime**

6.5.1 All work done in excess of the ordinary hours in any one day or before the recognised starting time or after the recognised ceasing time shall be deemed to be overtime and shall be paid for at the rate of time and a-half for the first 3 hours and double time thereafter.

6.5.2 Any employee who is required to continue working for more than one and a-half hours after the ordinary ceasing time shall be allowed 30 minutes for a meal for which no deduction of pay shall be made. A further 45 minute meal break after each additional 4 hours worked shall be allowed, for which no deduction of pay shall be made.

6.5.3 All time worked on an employee's rostered day off shall be paid for at the rate of time and a-half with a minimum payment as for 3 hours worked.

6.5.4 Where an employee works sufficient overtime to accrue a meal break as provided in clauses 6.5.2 and 6.5.3, such employee shall be paid the sum of \$9.60 as meal money or, as an alternative, the employer shall supply free to such employee a suitable meal in respect of each meal break provided for herein.

6.5.5 Where an employee has been previously notified of the requirement to work overtime and such overtime is not then worked, in the event of the employee having provided a meal as a result thereof, the employee shall be paid the \$9.60 meal allowance as provided in clause 6.5.4 notwithstanding the fact that no such overtime is worked.

6.5.6 Any employee recalled to work overtime after having left the employer's premises shall be paid for not less than 2 hours at overtime rates in respect of each such recall:

Provided that the provisions of clause 6.5.6 shall not apply where such overtime is worked continuously with ordinary hours of work.

6.5.7 When an employee having worked overtime finishes work at a time when the usual means of transport is not available, the employer shall provide equivalent safe alternate transport without cost to the employee's residence.

6.5.8 An employee who works so much overtime between the termination of ordinary work on one day and the commencement of work on the next day that the employee has not had at least 8 consecutive hours off duty between those times shall, subject to clause 6.5.8, be released after completion of such overtime until the employee has had 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence. If on the instructions of the employer such employee resumes or continues work without having had such 8 consecutive hours off duty, the employee shall be paid double rates until released from duty for such period and the employee shall be entitled to be absent until receiving 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

6.5.9 Notwithstanding the rate prescribed in clause 6.5.1, there may be an agreement in writing between the employee and employer to take time off with pay equivalent to the amount for which payment would otherwise have been

made. Such equivalent accumulated time must be taken within 4 weeks from the time of accrual, or otherwise payment shall be made.

## **6.6 Shift work**

6.6.1 Night shift workers shall work the same number of hours in unbroken shifts as day workers and the period of night duty shall not exceed 4 weeks in any one period and every employee coming off night duty shall have 24 hours' leave before again resuming duty. No employee shall be asked to again do night duty unless with their own consent until they have worked a period of at least 4 weeks on day work.

6.6.2 *Weekend penalty* - All ordinary time worked by full-time employees (other than casuals and part-time employees) on a Saturday or Sunday shall be paid for at the rate of time and a-half.

## **6.7 Nineteen day month provisions**

6.7.1 As far as practicable the rostered day off brought about by the 19 day month should be continuous with normal rostered days off.

6.7.2 Where the rostered day off falls on a public holiday the following day may be taken where practicable in lieu thereof.

6.7.3 Employees shall be entitled to one week's wages in accordance with the wages clause of this Award for each week of the cycle.

6.7.4 The entitlement to a rostered day off on full pay is subject to the following:

(a) Each day of paid leave taken (not including annual leave and long service leave) and any public holiday occurring during any cycle of 4 weeks shall be regarded as a day worked for accrual purposes.

(b) An employee who has not worked a completed 4 week cycle in order to accrue a rostered day off shall be paid a *pro rata* amount for credits accrued for each day worked in such cycle payable for the rostered day off (i.e. an amount of 24 minutes for each 8 hour day worked or 2 hours for each 40 hours worked). For the purpose of clause 6.7.4(b) "worked" includes paid leave referred to in clause 6.7.4(a).

6.7.5 *Sickness on a rostered day off which has resulted from the 19 day work cycle* - Where any employee is sick or injured on their rostered day off they shall not be entitled to sick pay nor shall their sick pay entitlement be reduced as a result of their sickness or injury on that day.

6.7.6 Notwithstanding the provisions of clause 6.7 the employer may, subject to agreement with the Northern District Secretary of the Union, pay wages fortnightly according to the actual hours worked in that fortnightly pay period.

## **PART 7 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS**

### **7.1 Annual leave**

7.1.1 Every employee other than a casual employee covered by this Award shall at the end of each year of employment be entitled to annual leave on full pay for 4 weeks.

7.1.2 Such annual leave shall be exclusive of any public holiday which may occur during the period of that annual leave subject to clause 7.1.5 and shall be paid for by the employer in advance:

(a) In the case of any and every employee in receipt immediately prior to that leave of ordinary pay at a rate in excess of the ordinary rate payable under this Award at that excess rate; and

(b) In every other case of the ordinary rate payable to the employee concerned immediately prior to that leave under this Award.

7.1.3 If the employment of any employee is terminated at the expiration of a full year of employment, the employer shall be deemed to have given the leave to the employee from the date of the termination of the employment and shall forthwith pay to the employee, in addition to all other amounts due, the employee's pay calculated in accordance with clause 7.1.5 for 4 weeks, and also the employee's ordinary pay for any public holiday occurring during such period of 4 weeks.

7.1.4 If the employment of any employee is terminated before the expiration of a full year of employment, such employee shall be paid, in addition to all other amounts due, an amount equal to 1/12th of the employee's pay for the period of employment calculated in accordance with clause 7.1.5.

7.1.5 *Calculation of annual leave pay* - In respect of annual leave entitlements to which clause 7.1 applies, annual leave pay (including any proportionate payments) shall be calculated as follows:

- (a) All-purpose supplementary allowances - Subject to clause 7.1.5(c), leading hand allowances and amounts of a like nature otherwise payable for ordinary time worked shall be included in the wages to be paid to employees during annual leave.
- (b) All employees - Subject to the provisions of clause 7.1.5(c), in no case shall the payment by an employer to an employee be less than the sum of the following amounts:
  - (i) the employee's ordinary wage rate as prescribed by the Award for the period of the annual leave (excluding shift premiums and week-end penalty rates);
  - (ii) leading hand allowances or amounts of a like nature; and
  - (iii) A further amount calculated at the rate of 17.5% of the amounts referred to in clauses 7.1.5(c)(i) and 7.1.5(c)(ii).
- (c) The provisions of clause 7.1.5(b) (b) hereof shall not apply to the following:
  - (i) any period or periods of annual leave exceeding:
    - (A) 5 weeks in the case of employees employed in a calling where 3 shifts per day are worked over a period of 7 days per week; or
    - (B) 4 weeks in any other case
  - (ii) employers (and their employees) who are already paying (or receiving) an annual leave bonus, loading or other annual leave payment which is not less favourable to employees.

7.1.6 *Term-time employees* - Term-time employees shall at the end of each school year be entitled to annual leave calculated as follows:

$$\frac{\text{Number of weeks worked during the year}}{52} \times 4 \text{ weeks}$$

7.1.7 Subject to the provision of clause 7.1 annual leave shall be taken by all employees during school vacation periods unless otherwise agreed between the employer and employee.

7.1.8 If an employee and employer so agree, annual leave may be taken wholly or partly in advance before the employee has become entitled to annual leave.

7.1.9 An employee who has taken in advance the whole of the annual leave that would be due at the end of a year of employment is not entitled to any further annual leave at the end of that year of employment.

7.1.10 An employee who has taken in advance part of the annual leave that would be due at the end of a year of employment becomes entitled at the end of that year of employment to the part of the annual leave not already taken.

7.1.11 If any such leave shall not have been taken as it falls due from time to time, such leave shall be cumulative from year to year for a period not exceeding 2 years.

7.1.12 *Notification* - Every employee shall be given at least 4 weeks' notice by the employer of the commencement of annual leave.

Provided that less than 4 weeks' notice of the commencement of annual leave may be given by agreement between the employer and the employee.

7.1.13 A fixed period employee, on termination, shall be paid, in addition to all other amounts due to the employee an amount equal to 1/12th of their ordinary pay for the period of employment calculated in accordance with clause 7.1.5.

## **7.2 Sick leave**

### *7.2.1 Entitlement*

- (a) Every employee, except casuals and school-based apprentices and trainees, is entitled to 60.8 hours' sick leave for each completed year of their employment with their employer:

Provided that part-time employees accrue sick leave on a proportional basis.

- (b) This entitlement will accrue at the rate of 7.6 hours' sick leave for each 6 weeks of employment.
- (c) Payment for sick leave will be made based on the number of hours which would have been worked by the employee if the employee were not absent on sick leave.
- (d) Sick leave may be taken for part of a day.
- (e) Sick leave shall be cumulative, but unless the employer and employee otherwise agree, no employee shall be entitled to receive, and no employer shall be bound to make, payment for more than 13 weeks' absence from work through illness in any one year.

#### *7.2.2 Employee must give notice*

The payment of sick leave is subject to the employee promptly advising the employer of the employee's absence and its expected duration.

#### *7.2.3 Evidence supporting a claim*

When the employee's absence is for more than 2 days the employee is required to give the employer a doctor's certificate, or other reasonably acceptable evidence, about the nature and approximate duration of the illness.

#### *7.2.4 Accumulated sick leave*

An employee's accumulated sick leave entitlements are preserved when:

- (a) The employee is absent from work on unpaid leave granted by the employer;
- (b) The employer or employee terminates the employee's employment and the employee is re-employed within 3 months; or
- (c) The employee's employment is terminated because of illness or injury and the employee is re-employed by the same employer without having been employed in the interim.

The employee accumulates sick leave entitlements whilst absent from work on paid leave granted by the employer.

#### *7.2.5 Workers' compensation*

Where an employee is in receipt of workers' compensation, the employee is not entitled to payment of sick leave.

### **7.3 Bereavement leave**

#### *7.3.1 Full-time and part-time employees*

Full-time and part-time employees shall, on the death of a member of their immediate family or household in Australia, be entitled to paid bereavement leave up to and including the day of the funeral of such person. Such leave shall be without deduction of pay for a period not exceeding the number of hours worked by the employee in 2 ordinary days of work. Proof of such death is to be furnished by the employee to the satisfaction of the employer.

#### *7.3.2 Long-term casual employees*

- (a) A long-term casual employee is entitled to at least 2 days unpaid bereavement leave on the death of a member of the person's immediate family or household in Australia.
- (b) A "long-term casual employee" is a casual employee engaged by a particular employer, on a regular and systematic basis, for several periods of employment during a period of at least 1 year immediately before the employee seeks to access an entitlement under clause 7.3.2.

#### *7.3.3 "Immediate family" includes:*

- (a) A spouse (as defined by the Act) of the employee; and
- (b) A child or an adult child (including an adopted child, a foster child, an ex-foster child, a stepchild or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

#### *7.3.4 Unpaid leave*

An employee with the consent of the employer, may apply for unpaid leave when a member of the employee's immediate family or household in Australia dies and the period of bereavement leave entitlement provided above is insufficient.

#### **7.4 Long service leave**

All employees covered by this Award are entitled to long service leave on full pay under, subject to, and in accordance with, the provisions of Chapter 2, Part 3, sections 42-58 of the Act as amended from time to time.

#### **7.5 Family leave**

The provisions of the Family Leave Award apply to and are deemed to form part of this Award.

7.5.1 It is to be noted that:

- (a) Part-time work can be performed by agreement in the circumstances specified in the Family Leave Award; and
- (b) A copy of the Family Leave Award is required to be displayed in accordance with section 697 of the Act.

7.5.2 The Family Leave Award also provides for the terms and conditions of leave associated with:

- (a) Maternity leave;
- (b) Parental leave;
- (c) Adoption leave; and
- (d) Special responsibility leave for the care and support of the employee's immediate family or household.

#### **7.6 Public holidays**

7.6.1 Subject to clause 7.6.7 all work done by any employee on:

- the 1st January;
- the 26th January;
- Good Friday;
- Easter Saturday (the day after Good Friday);
- Easter Monday;
- the 25th April (Anzac Day);
- The Birthday of the Sovereign;
- Christmas Day;
- Boxing Day; or
- any day appointed under the *Holidays Act 1983*, to be kept in place of any such holiday

will be paid for at the rate of double time and a-half with a minimum of 4 hours.

##### *7.6.2 Labour Day*

All employees covered by this Award are entitled to be paid a full day's wage for Labour Day (the first Monday in May or other day appointed under the *Holidays Act 1983*, to be kept in place of that holiday) irrespective of the fact that no work may be performed on such day, and if any employee concerned actually works on Labour Day, such employee will be paid a full day's wage for that day and in addition a payment for the time actually worked by the employee at one and a-half times the ordinary time rate of pay prescribed for such work with a minimum of 4 hours.

##### *7.6.3 Annual show*

All work done by employees in a district specified from time to time by the Minister by notification published in the *Industrial Gazette* on the day appointed under the *Holidays Act 1983*, to be kept as a holiday in relation to the annual agricultural, horticultural or industrial show held at the principal city or town, as specified in such notification of such district will be paid for at the rate of double time and a-half with a minimum of 4 hours.

In a district in which a holiday is not appointed for an annual agricultural, horticultural or industrial show, the employee and employer must agree on an ordinary working day that is to be treated as a show holiday for all purposes.

##### *7.6.4 Employees who do not work Monday to Friday of each week*

Employees who do not ordinarily work Monday to Friday of each week are entitled to public holidays as follows:

- (a) A full-time employee is entitled to either payment for each public holiday or a substituted day's leave.
- (b) A part-time employee is entitled to either payment for each public holiday or a substituted day's leave:  
  
Provided that the part-time employee would have been ordinarily rostered to work on that day had it not been a public holiday.
- (c) Where a public holiday would have fallen on a Saturday or a Sunday but is substituted for another day all employees who would ordinarily have worked on such Saturday or Sunday but who are not rostered to work on such day are entitled to payment for the public holiday or a substituted day's leave.
- (d) Where Christmas Day falls on a Saturday or a Sunday and the public holiday is observed on another day an employee required to work on Christmas Day (i.e. 25th December) is to be paid at the rate of double time.
- (e) Nothing in clause 7.6.4 confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

#### 7.6.5 *Double time and a-half*

For the purposes of clause 7.6 "double time and a-half" means one and a-half day's wages in addition to the employee's ordinary time rate of pay or *pro rata* if there is more or less than a day.

#### 7.6.6 *Stand down*

Any employee, with 2 weeks or more of continuous service, whose employment has been terminated by the employer or who has been stood down by the employer during the month of December, and who is re-employed in January of the following year, shall be entitled to payment at the ordinary rate payable to that employee when they were dismissed or stood down, for any one or more of the following holidays, namely, Christmas Day, Boxing Day and New Year's Day.

#### 7.6.7 *Substitution*

Where there is agreement between the employer and the majority of employees concerned, a public holiday may be substituted for another day. If such other day is worked, then payment for that day will be at the rate of double time and a-half at the employees' ordinary time rate of pay.

### **7.7 Jury service**

- (a) An employee, other than a casual employee, required to attend for jury service during their ordinary working hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the ordinary pay the employee would have been paid if the employee was not absent on jury service.
- (b) Alternatively, by agreement, fees (other than meal allowance) received by the employee to attend jury service will be paid to the employer and the employer will continue to pay the employee their ordinary pay for the time the employee was absent on jury service.
- (c) Employees shall notify their employer as soon as practicable of the date upon which they are required to attend for jury service and shall provide their employer with proof of such attendance, the duration of such attendance and the amount received in respect thereof.
- (d) If the employee is not required to serve on a jury for a day or part of a day after attending for jury service and the employee would ordinarily be working for all or part of the remaining day, the employee must, if practicable, present for work at the earliest reasonable opportunity.
- (e) "Ordinary pay" means the rate of pay that an employee would normally expect to receive for working ordinary hours on an ordinary day of the week, including any over-award payment. "Ordinary pay" excludes overtime, penalty rates of all types - including those attaching to working ordinary hours (for example) on a Saturday, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and other ancillary payments of a like nature.

## **PART 8 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK**

### **8.1 Transport**

8.1.1 Where an employee is detained at work until it is too late to travel by the last public transport to the employee's

usual place of residence, where such employee normally uses same, the employer shall either provide proper conveyance or private accommodation for the night free of charge.

- 8.1.2 If an employee is required to start work before the employee's ordinary commencing time and before the first ordinary means of conveyance (hereinbefore prescribed) is available to convey the employee from the employee's usual place of residence, where such employee normally uses same, to the place of employment the employer shall provide a conveyance or pay the cost thereof.

## **8.2 Travelling**

- 8.2.1 An employee who travels on official business shall be reimbursed reasonable expenses for accommodation, food, conference fees, etc. and incidental expenses.
- 8.2.2 Such reimbursement shall be by mutual agreement between the employer and employee and agreed to prior to the expense/s being incurred.

## **8.3 Sleeping accommodation**

Where provided for employees, sleeping accommodation shall be fit and proper:

Provided that should any dispute arise as to what constitutes fit and proper sleeping accommodation, the matter shall be referred to the nearest Industrial Magistrate, whose decision shall be binding on the employer and employee.

## **PART 9 - TRAINING AND RELATED MATTERS**

### **9.1 Commitment to training**

The parties to this Award recognise that in order to increase the efficiency and productivity of the enterprise and also the national and international competitiveness of the industries covered by this Award, a greater commitment to training and skill development is required. Accordingly, the parties commit themselves to:

- 9.1.1 Developing a more highly skilled and flexible workforce;
- 9.1.2 Providing employees with career opportunities through appropriate training to acquire additional skills; and
- 9.1.3 Removing barriers to the use of skills acquired.

### **9.2 Training and education**

- 9.2.1 The parties to this Award are jointly committed to the provision of appropriate training for all employees working under the Award and achieved by way of training to enhance and develop work skills of employees.
- 9.2.2 Training shall comply with the criteria and guidelines established by the parties to meet the requirements of the employer.
- 9.2.3 Training may be undertaken either on or off the job, provided that where the training is undertaken during ordinary hours the employee shall not suffer any loss of pay.
- 9.2.4 Where the employer provides accredited in-service training during working hours, employees may be required to spend an equivalent period of non-working time in training to a maximum of two hours of the employee's own time per month. Such time may be aggregated by the employer to a maximum of 24 hours per annum.
- 9.2.5 Employees shall be entitled to paid training leave to attend approved training programs, and may have time away from work without loss of pay to attend conferences, seminars or short-term courses or training deemed by the employer to be appropriate to the employee's employment. The employer shall not unreasonably withhold such paid training leave.
- 9.2.6 The parties commit themselves to the provision of such training both via internal, on the job and through external training providers as is regarded as appropriate.

## **PART 10 - OCCUPATIONAL HEALTH AND SAFETY MATTERS, EQUIPMENT, TOOLS AND AMENITIES**

### **10.1 Laundry**

Where board and residence are provided for employees, the employer shall permit any of the employees the use of the laundry equipment necessary for the employee to launder their own clothes, free of cost.

## **10.2 Food**

Meals supplied to employees shall be of good quality and of sufficient quantity and well cooked, and shall include for employees morning and afternoon tea.

## **10.3 Tools**

All tools and other special equipment required to be used by employees in the course of their work shall be supplied and maintained by the employer, however, any employee shall be liable for any damage done to such tools and equipment wilfully or by neglect.

In lieu of the supply of tools, an additional payment of \$10.80 per week shall be paid to employees in maintenance/servicepersons classifications and shall be regarded as part of the wage of the employees concerned for all purposes.

## **PART 11 - AWARD COMPLIANCE AND UNION RELATED MATTERS**

### **Preamble**

Clauses 11.1 and 11.2 replicate legislative provisions contained within the Act. In order to ensure the currency of existing legal requirements parties are advised to refer to sections 366, 372 and 373 of the Act as amended from time to time.

### **11.1 Right of entry**

#### *11.1.1 Authorised industrial officer*

- (a) An "authorised industrial officer" is any Union official holding a current authority issued by the Industrial Registrar.
- (b) Right of entry is limited to workplaces where the work performed falls within the registered coverage of the Union.

#### *11.1.2 Entry procedure*

- (a) The authorised industrial officer is entitled to enter the workplace during normal business hours as long as:
  - (i) the authorised industrial officer alerts the employer or other person in charge of the workplace to their presence; and
  - (ii) shows their authorisation upon request.
- (b) Clause 11.1.2(a)(i) does not apply if the authorised industrial officer establishes that the employer or other person in charge is absent.
- (c) A person must not obstruct or hinder any authorised industrial officer exercising their right of entry.
- (d) If the authorised industrial officer intentionally disregards a condition of clause 11.1.2 the authorised industrial officer may be treated as a trespasser.

#### *11.1.3 Inspection of records*

- (a) An authorised industrial officer is entitled to inspect the time and wages record required to be kept under section 366 of the Act.
- (b) An authorised industrial officer is entitled to inspect such time and wages records of any former or current employee except if the employee:
  - (i) is ineligible to become a member of the Union; or
  - (ii) is a party to a QWA or ancillary document, unless the employee has given written consent for the records to be inspected; or
  - (iii) has made a written request to the employer that they do not want their record inspected.
- (c) The authorised industrial officer may make a copy of the record, but cannot require any help from the employer.

- (d) A person must not coerce an employee or prospective employee into consenting, or refusing to consent, to the inspection of their records by an authorised industrial officer.

#### 11.1.4 *Discussions with employees*

An authorised industrial officer is entitled to discuss with the employer, or a member or employee eligible to become a member of the Union:

- (a) matters under the Act during working or non-working time; and
- (b) any other matter with a member or employee eligible to become a member of the Union, during non-working time.

#### 11.1.5 *Conduct*

An authorised industrial officer must not unreasonably interfere with the performance of work in exercising a right of entry.

### **11.2 Time and wages record**

11.2.1 An employer must keep, at the place of work in Queensland, a time and wages record that contains the following particulars for each pay period for each employee, including apprentices and trainees:

- (a) The employee's award classification;
- (b) The employer's full name;
- (c) The name of the award under which the employee is working;
- (d) The number of hours worked by the employee during each day and week, the times at which the employee started and stopped work, and details of work breaks including meal breaks;
- (e) A weekly, daily or hourly wage rate - details of the wage rate for each week, day, or hour at which the employee is paid;
- (f) The gross and net wages paid to the employee;
- (g) Details of any deductions made from the wages; and
- (h) Contributions made by the employer to a superannuation fund.

11.2.2 The time and wages record must also contain:

- (a) The employee's full name and address;
- (b) The employee's date of birth;
- (c) Details of sick leave credited or approved, and sick leave payments to the employee;
- (d) The date when the employee became an employee of the employer;
- (e) If appropriate, the date when the employee ceased employment with the employer; and
- (f) If a casual employee's entitlement to long service leave is worked out under section 47 of the Act - the total hours, other than overtime, worked by the employee since the start of the period to which the entitlement relates, worked out to and including 30 June in each year.

11.2.3 The employer must keep the record for 6 years.

11.2.4 Such records shall be open to inspection during the employer's business hours by an inspector of the Department of Industrial Relations, in accordance with section 371 of the Act or an authorised industrial officer in accordance with sections 372 and 373 of the Act.

### **11.3 Trade union training leave**

11.3.1 An employee shall be granted up to 3 days' leave (non-cumulative) on ordinary pay each calendar year to attend courses and seminars conducted by the Trade Union Training Authority subject to the following conditions:

- (a) The employee provides the employer with a written application for the leave endorsed by the Union at least one month before the leave is required;
- (b) The employee has at least 12 months of uninterrupted service with the employer prior to such leave being granted;
- (c) The entitlement to leave under clause 11.3 will not extend to more than 2 employees from each site each year, however, this condition shall not operate to prevent the employer from granting leave under the provisions of clause 11.3 to more than 2 employees in any one year;
- (d) The granting of such leave shall be subject to the convenience of the employer so that the operations of the employer will not be unduly affected; and
- (e) The scope, content and level of the course shall be such as to contribute to a better understanding of industrial relations within the employer's operations.

11.3.2 In granting such paid leave, the employer is not responsible for any additional costs except the payment of extra remuneration where relieving arrangements are instituted to cover the absence of the employee.

11.3.3 Such paid leave will not affect other leave granted to employees under this Award.

#### **11.4 Posting of Award**

A true copy of this Award must be exhibited in a conspicuous and convenient place on the premises of the employer so as to be easily read by employees.

#### **11.5 Union encouragement**

##### **Preamble**

Clause 11.5 gives effect to section 110 of the Act in its entirety. Consistent with section 110 a Full Bench of the Commission has issued a Statement of Policy on Union Encouragement (reported 165 QGIG 221) that encourages an employee to join and maintain financial membership of the Union.

##### *11.5.1 Documentation to be provided by employer*

At the point of engagement, the employer shall provide employees with a document indicating that a Statement of Policy on Union Encouragement has been issued by the Commission, a copy of which is to be kept on the premises of the employer in a place readily accessible by each employee.

The document provided by the employer shall also identify the existence of a union encouragement clause in this Award.

##### *11.5.2 Union delegates*

- (a) Union delegates and job representatives have a role to play within a workplace. The existence of accredited Union delegates and/or job representatives is encouraged.
- (b) The employer shall not unnecessarily hinder accredited Union delegates and/or job representatives in the reasonable and responsible performance of their duties.

#### **Schedule 1**

- 1.1 Trustees of the Christian Brothers Queensland for Mt Carmel CBC Charters Towers and St Brendan's College, Yeppoon.
- 1.2 The Roman Catholic Trust Corporation for the Diocese of Cairns for St Augustine's College Cairns.
- 1.3 Corporation of the Sisters of Mercy for the Diocese of Townsville for St Patrick's College, Townsville.
- 1.4 St Ursula's College Limited A.C.N. 054 678 358.
- 1.5 The Roman Catholic Trust Corporation for the Diocese of Rockhampton for the Cathedral College Residential, Rockhampton.
- 1.6 The Roman Catholic Trust Corporation for the Diocese of Townsville for St Teresa's College, Abergowrie, and St Mary's College, Charters Towers.

1.7 The Corporation of the Sisters of Mercy of the Diocese of Cairns for Mt St Bernard College, Herberton.

1.8 The Corporation for the Roman Catholic Diocese of Toowoomba for St Finbarr's School, Quilpie.

Dated 20 April 2005.

By the Commission,  
[L.S.] G.D. SAVILL,  
Industrial Registrar.

Operative Date: 20 April 2005  
Repeal of Industrial Agreement and New Award - Catholic  
Boarding Schools and Colleges Employees (Excluding South-  
East Queensland) Award - State 2005.  
Released: 3 June 2005