



Please note – This is a previous WA award summary and does not contain the current rates of pay

WA Award Summary

Metal Trades (General) Award

1 July 2019

About this Award Summary

This WA Award Summary is a summary of the state Metal Trades (General) Award and does not include all obligations required by the award. It is important that you also refer to the full Metal Trades (General) Award that is available on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Provisions of other employment legislation also apply to employees and have been included in this WA Award Summary where appropriate. You may need to refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If you are using a printed copy in which links are not visible, all additional information can be found at www.dmirs.wa.gov.au/wageline or by contacting Wageline on 1300 655 266.

This WA Award Summary was updated in April 2020 to include information on the provisions of the COVID-19 General Order issued by the Western Australian Industrial Relations Commission (WAIRC) on 14 April 2020. The COVID-19 General Order applies until 31 July 2020 unless extended. The WA Award Summary was further updated in May 2020 to include information on the provisions of the COVID-19 JobKeeper General Order issued by the WAIRC on 15 May 2020. The COVID-19 JobKeeper General Order applies until 28 September unless extended.

How can we help?

- Pay rates
- Leave entitlements
- Long service leave
- Employment arrangements
- Record keeping obligations



Three Step Check: to make sure this WA Award Summary is relevant to you

<p>Step 1 Is the business in the state system?</p>	<p>This WA Award Summary applies to businesses in the state industrial relations system. It covers businesses which operate as:</p> <ul style="list-style-type: none"> ✓ sole traders (eg Jane Smith trading as Jane’s Boat Repairers) ✓ unincorporated partnerships (eg Jane and Bob Smith trading as Jane’s Boat Repairers) ✓ unincorporated trust arrangements (eg Jane and Bob Smith as trustees for Jane’s Boat Repairers) <p>This information does not cover businesses and organisations in the national system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd businesses that are trading or financial corporations (eg Smith Pty Ltd trading as Jane’s Boat Repairs) ✗ incorporated partnerships or incorporated trusts ✗ incorporated associations and other non-profit bodies (that are trading or financial corporations) <p>For more information visit the Guide to who is in the WA state system page. If the business or organisation is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au</p>
<p>Step 2 Is the business covered by the Metal Trades (General) Award Part 1?</p>	<p>The Metal Trades (General) Award Part 1 applies to businesses in a wide range of manufacturing, and engineering industries in the state industrial relations system. A complete list of types of businesses covered is in Clause 19 of the Metal Trades (General) Award available on the WA Industrial Relations Commission website www.wairc.wa.gov.au</p> <p>Please note –</p> <ul style="list-style-type: none"> ✓ The Metal Trades (General) Award is divided into two parts – Part 1 (General) and Part 2 (Construction). ✓ This WA Award Summary provides information on Part 1 (General) only. ✓ Part 1 (General) applies to all employees covered by the award. Part 2 applies only to employees engaged in construction work as defined in Clause 1.6 of the award – see the Metal Trades award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for full details. Employees covered by Part 2 (Construction) may have additional entitlements not listed in this award summary.
<p>Step 3 Is the employee’s job covered by the Metal Trades (General) Award Part 1?</p>	<p>The Metal Trades (General) Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working in relevant job classifications in the relevant industries:</p> <ul style="list-style-type: none"> ✓ Tradespersons including auto electrical fitters, motor mechanics, and motor cycle mechanics, boilermakers, welders, machinists and locksmiths ✓ Trades assistants



Employers covered by this WA Award are legally required to keep employment records. Employers can be fined up to \$5,000 for not keeping employment records, for keeping inadequate or fraudulent records, or for not providing records to Industrial Inspectors when required to do so. Page 7 details record keeping requirements.

The Metal Trades (General) Award is a legal document that outlines the minimum wages and condition of employment that must be provided to employees who are covered by the award. Employers and employees cannot agree to lesser conditions.

Industrial Inspectors at the Department of Mines, Industry Regulation and Safety have statutory powers to investigate employee complaints about underpayment of wages or leave entitlements under this WA Award and state employment laws. The Department can prosecute employers in the Industrial Magistrates Court for not paying the rates of pay, including overtime, penalty rates and allowances required by this WA Award.

Employees who believe that they have been underpaid should visit the [Making a complaint about underpayment of wages or entitlements](#) page for more information.



Rates of pay

All rates of pay are gross rates (before tax). Current rates applied from the first pay period on or after **1 July 2019**.

Wage Group	Classification Title (see classifications on page 11)	Weekly	Hourly	Casual (includes 25% loading)	Tools*
Level C14	Engineering/Production Employee - Level I	\$746.90	\$19.66	\$24.57	N/A
Level C13	Engineering/Production Employee - Level II	\$765.00	\$20.13	\$25.16	N/A
Level C12	Engineering/Production Employee - Level III	\$789.40	\$20.77	\$25.97	N/A
Level C11	Engineering/Production Employee - Level IV	\$812.10	\$21.37	\$26.71	N/A
Level C10	Engineering Tradesperson - Level I	\$850.90	\$22.39	\$27.99	\$17.10
Level C9	Engineering Tradesperson - Level II	\$874.10	\$23.00	\$28.75	\$17.10
Level C8	Engineering Tradesperson Special Class - Level I	\$897.10	\$23.61	\$29.51	\$17.10
Level C7	Engineering Tradesperson Special Class - Level II	\$918.20	\$24.16	\$30.20	\$17.10
Level C6	Advanced Engineering Tradesperson - Level I	\$964.40	\$25.38	\$31.72	\$17.10
Level C5	Advanced Engineering Tradesperson - Level II	\$987.60	\$25.99	\$32.49	\$17.10

- Level C10 is the base tradesperson's rate and includes auto electrical fitters, motor mechanics, and motor cycle mechanics.
- *Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.



Apprentices

4 Year Term	3.5 Year Term	3 Year Term	Age	Weekly	Hourly	Tools
1st year	0-6 months		Under 21	\$357.40	\$9.41	\$7.18
			21 or over	\$638.20	\$16.79	\$7.18
2nd year	7-18 months	1st Year	Under 21	\$468.00	\$12.32	\$9.41
			21 or over	\$638.20	\$16.79	\$9.41
3rd year	19-30 months	2nd year	All ages	\$638.20	\$16.79	\$12.83
4th year	31-42 months	3rd year	All ages	\$748.80	\$19.71	\$15.05

- Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.



Junior employee

Junior employees must not be employed in any occupation in which an apprenticeship can be undertaken.

Age	Weekly	Hourly	Casual (includes 25% loading)
17 years	\$448.20	\$11.79	\$14.74
18 years	\$522.90	\$13.76	\$17.20
19 years	\$600.50	\$15.80	\$19.75
20 years	\$711.50	\$18.72	\$23.40

- The Metal Trades (General) Award also sets wage rates for workers 15 and 16 years of age.
- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.



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Ordinary working hours, penalty rates and overtime – full time employees

- Full time employees are engaged in ongoing employment and work an average of 38 ordinary hours per week.

Ordinary hours of work

- The ordinary hours for full time employees (other than continuous shift employees) is:
 - Average of 38 hours per week
 - Worked Monday to Friday between 6:00am and 6:00pm
 - Not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have agreed to alternate hours arrangements (subject to certain conditions).

Overtime

When overtime applies for a full time employee	Overtime rates
For all work done beyond the ordinary working hours of work fixed for the workplace Monday to Friday	Time and a half for the first two hours and double time after that
If an employee works on Saturday prior to 12:00 noon	Time and a half for the first two hours and double time after that
If an employee works on Saturday after 12:00 noon	Double time
If an employee works on Sunday	Double time
If an employee works on a public holiday, on a substituted day	Double time and a half

Shift work

Specific hours and overtime provisions apply for employees working continuous shift work. See Clause 3.3 of the Metal Trades (General) Award available on the WA Industrial Relations Commission website www.wairc.wa.gov.au



Ordinary working hours, penalty rates and overtime – part time employees

- Part time employees are engaged in ongoing employment to work a constant number of ordinary hours each week which must average less than 38 hours per week.
- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the hours they work.

Ordinary hours of work

- The ordinary hours for part time employees (other than continuous shift employees) is:
 - Set hours of less than 38 per week
 - Worked Monday to Friday between 6:00am and 6:00pm
 - Not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have so agreed (subject to certain conditions).

Overtime and penalty rates

When overtime applies for a part time employee	Overtime rates
For all work done beyond the ordinary working hours for that workplace Monday to Friday	Time and a half for the first two hours and double time after that
If a part time employee who works in excess of the hours fixed under their contract of employment	Time and a half for the first two hours and double time after that
If an employee works on Saturday prior to 12:00 noon	Time and a half for the first two hours and double time after that
If an employee works on Saturday after 12:00 noon	Double time
If a part time employee works on a Sunday	Double time
If an employee works on a public holiday or substituted day	Double time and a half



Ordinary working hours, penalty rates and overtime – casual employees

Ordinary hours of work

- The ordinary hours for casual employees (other than continuous shift employees) is
 - Average of 38 hours per week
 - Worked Monday to Friday between 6:00am and 6:00pm
 - Not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have agreed (subject to certain conditions).

Overtime

When overtime applies for a casual employee	Overtime rates
All work done beyond the ordinary working hours for that workplace Monday to Friday	Time and a half for the first two hours and double time after that
If an employee works on Saturday prior to 12:00 noon	Time and a half for the first two hours and double time after that
If the employee works on Saturday after 12:00 noon	Double time
If the employee works on Sunday	Double time
If an employee works on a public holiday or substituted day	Double time and a half

COVID-19 JobKeeper General Order

The COVID-19 JobKeeper General Order issued by the Western Australian Industrial Relations Commission on 15 May 2020 has introduced temporary provisions for employers and employees who are participating in the Commonwealth JobKeeper scheme.

The state system JobKeeper provisions allow employers to give certain directions to employees and make certain requests of them, including provisions that allow employers to:

- issue a 'JobKeeper enabling direction' to temporarily alter or reduce an employee's working hours (which may be reduced to nil), change an employee's duties and change their location of work; and
- request that an employee change their days/times of work.

There are a range of specific rules and requirements about the state system JobKeeper provisions. The [State system COVID-19 JobKeeper provisions](#) page of the Wageline website has detailed information.

These new provisions apply from 15 May 2020 until 28 September 2020, unless extended.



Meal breaks

- Employees are entitled to a meal break of not more than one hour. An employee must not be required to work for more than five hours without a meal break except if the employer and the majority of employees in the workplace agree that up to six hours can be worked without a meal break.
- An employee who is required to postpone their meal break for more than half an hour must be paid at overtime rates until released for a meal.
- A paid rest period of seven minutes must be allowed each morning, in a manner to suit the convenience of the employer.
- The time of taking a scheduled meal break or rest break by one or more employees may be altered by the employer if it is necessary to do so in order to meet a requirement for continuity of operations.



Allowances

Allowance	When allowance is paid	Rate
Leading hand allowance	In addition to the appropriate total weekly wage a leading hand must be paid the following, if placed in charge of: <ul style="list-style-type: none"> • Not less than 3 nor more than 10 other workers • More than 10 and not more than 20 other workers • More than 20 other workers 	\$31.20 per week \$47.70 per week \$61.70 per week
Meal allowance	If an employee is required to work overtime for more than two hours, without notification the previous day or earlier, he or she must be supplied with a meal by the employer or be paid \$13.15 for a meal and if owing to the amount of overtime worked, a second or subsequent meal is required, the employee shall be supplied with each such meal by the employer or be paid \$8.95 for each meal so required.	Meal money of \$13.15 , or \$8.95 for a second meal.
Location Allowance	If working in certain regional towns in Western Australia (paid on a proportionate basis to casual/part time employees and apprentices).	Visit the Location Allowance page for the amount payable for each town or Clause 5.6 of the Award
Other Allowances	The Metal Trades (General) Award contains a range of other allowances which apply to specific working arrangements. Please view the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.	



Public holidays

- A full time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part time employee is entitled to a public holiday (or day substituted for a public holiday) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- If a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. However, if Boxing Day falls on a Sunday or Monday, the following Tuesday will be considered to be the public holiday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the WA award.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



Employment of children

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.
- Visit the [When children can work in Western Australia](#) page for more information.



Deductions from pay

An employer may deduct from an employee's pay an amount:

- the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee
- the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award
- the employer is authorised or required to deduct by law or a court order.



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Metal Trades (General) Award and relevant legislation.
- Employers must keep all employment records for at least seven years after they are made for both current and past employees. Records relating to long service leave must be kept for seven years from the date employment ends.
- Employers can be fined up to \$5,000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. A common requirement that employers fail to observe is a lack of detail in keeping employment records.
- Employers must keep records that detail:
 - Employee's name
 - Date of birth if under 21 years of age
 - Date employee commenced with the employer
 - Total number of hours worked each week
 - The gross and net amounts paid to the employee
 - All information required to calculate long service leave entitlements and payment
 - All pay deductions and reasons for them
 - Name of WA award that applies
 - Daily start and finish time and meal breaks taken
 - Employment status (full time, part time, casual)
 - Employee's classification under the award
 - All leave taken, whether paid, partly paid or unpaid
 - Any other information necessary to prove that the wages received by an employee comply with the requirements of the Metal Trades (General) Award, such as overtime hours worked and allowances paid.
- Contact [Wageline](#) or view the full Metal Trades (General) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.
- Employment records can be written or electronic as long as they are in a form that can be printed. Time and wage books can be used to keep employment records, however, it is the employer's responsibility to ensure the time and wage book includes all of the required information.
- The records must be in English.
- Wageline's [Employment record obligations for WA award employers](#) publication helps state system employers keep correct employment records. The publication features helpful step by step guides to record keeping and Wageline's new look [record keeping templates](#).



Payslips

- An employee may request an employer to provide payslips for each pay period which includes the number of hours worked and the amount of wages paid, the amount of deductions made and the net amount paid.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Sick and carers leave	✓	✓	✗
Unpaid carers leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid Parental leave	✓	✓	✓
Long Service leave	✓	✓	✓
Unpaid pandemic leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Metal Trades (General) Award Part 1 but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Metal Trades (General) Award Part 1 on the WA Industrial Relations Commission website www.wairc.wa.gov.au, the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.



Annual leave

- Full time employees are entitled to a minimum of four weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act 1993* and the Metal Trades (General) Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%. If an employee would have received any additional rates for work performed in ordinary hours, had he or she not been on leave, and such additional rates would have entitled them to a greater amount than the 17.5% loading, then such additional rates must be added to the ordinary rate of wage in lieu of the 17.5% loading.
- On termination, annual leave loading of 17.5% is paid out on fully accrued annual leave entitlements for completed years of employment. Annual leave loading is not paid on proportionate leave (leave accrued in an incomplete year of employment) on termination.
- Annual leave accrues on a weekly basis:
 - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
 - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
 - Visit Wageline's [Annual leave calculation guide](#) to work out annual leave entitlements.
 - Wageline's [Employment record obligations for WA award employers](#) publication includes a leave record template.
- The COVID-19 General Order has implemented new annual leave flexibility provisions enabling employers and employees to agree to an employee taking twice as much annual leave at half pay or to agree for the employee to take annual leave in advance.
- These provisions apply to all full time and part time employees covered by this WA award effective from 14 April 2020 until 31 July 2020, unless extended.

- The annual leave at half pay provisions in the COVID-19 General Order are:
 - Instead of an employee taking paid annual leave at full pay, the employee and their employer may agree to the employee taking twice as much leave at half pay.
Example: Instead of an employee taking one week's annual leave at full pay, the employee and their employer may agree to the employee taking two weeks' annual leave at half pay. In this example:
 - the employee's pay for the two weeks' leave is the same as the pay the employee would have been entitled to for one week's leave at full pay; and
 - one week of leave is deducted from the employee's annual leave accrual.
 - Any agreement to take twice as much annual leave at half pay must be recorded in writing and signed by the employee (and a parent/guardian if the employee is under 18).
 - The employer must keep the written agreement as part of the employee's employment record.
 - The agreed period of leave must start before 31 July 2020, but may end after that date.
- The granting annual leave in advance provisions in the COVID-19 General Order are:
 - An employee and employer may agree to an employee taking a period of annual leave in advance of the entitlement being accrued if all of the following conditions are met:
 - any agreement to annual leave in advance must be recorded in writing and signed by the employee (and a parent/guardian if the employee is under 18); and
 - the written agreement must state the amount of leave to be taken in advance and the date on which the leave will commence; and
 - the employer must keep the written agreement as part of the employee's employment record.
 - If, on the termination of the employee's employment, the employee has not accrued an entitlement to all of the period of paid annual leave taken in advance, 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. This provision will continue to apply notwithstanding the expiration of the General Order.
 - Where an agreement has been reached under this clause and the leave commenced before the expiration of the General Order, then the arrangement may continue to operate for the period agreed between the parties.



Sick and carer's leave

- Sick and carer's leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for an ill or injured family or household member (carer's leave).
- Full time and part time employees are entitled to paid sick and carer's leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Sick and carer's leave is a cumulative entitlement, and any leave not taken in one year can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees.
- In the first year of employment, a full time or part time employee can use any paid sick and carer's leave that they have accrued to date for caring purposes.
- In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceed the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Wageline's [Sick leave calculation guide](#) can assist with calculating sick and carer's leave entitlements.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a leave record template.



Long service leave

- Long service leave is a paid leave entitlement for employees who have continuous employment with 'one and the same employer' for a specified period. Full time, part time and casual employees are entitled to long service leave under the *Long Service Leave Act 1958*.
- To be entitled to long service leave an employee's employment with their employer must be continuous. The amount of their long service leave is determined by the employee's period of continuous employment.
- There are a range of paid and unpaid absences or interruptions to an employee's employment that count towards the employee's period of employment for the purposes of accruing long service leave. Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. See the [Long service leave – What is continuous employment](#) page for more information.
- 'The one and the same employer' also includes employers who previously owned a business, where there has been a transmission of business. This means an employer who buys or otherwise acquires a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in a sale of business contract.

Taking long service leave	
<p>The long service leave entitlement for full time, part time and casual employees is:</p> <ul style="list-style-type: none"> • after 10 years of continuous employment with the one and the same employer – $8^{2/3}$ (8.667) weeks of leave on ordinary pay; • for every 5 years of continuous employment with the one and the same employer after the initial 10 years – $4^{1/3}$ (4.333) weeks of leave on ordinary pay. 	
When employment ceases	
Employee with between 7 and 10 years of continuous employment	<p>When an employee with at least 7 but less than 10 years of continuous employment resigns or is terminated, they are entitled to pro rata long service leave on the basis of $8^{2/3}$ (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the employee's entire period of employment; that is, years, months, weeks and days • applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct • does not apply to an employee whose employer has terminated them for serious misconduct.
Employee with 10 or more years of continuous employment	<p>Full entitlement – 10 years or more of continuous employment An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> • $8^{2/3}$ (8.667) weeks of leave if they have completed 10 years of continuous employment • an additional $4^{1/3}$ (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment. <p>Pro-rata entitlement – more than 10 years of continuous employment When an employee with more than 10 years but less than 15 years of continuous employment resigns or is terminated they are entitled to pro rata leave. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment • is calculated on completed years of employment only; that is, it does not include months, weeks or days • does not apply to an employee whose employer has terminated them for serious misconduct. <p>This pro rata entitlement (calculated on the on the basis of $8^{2/3}$ weeks for 10 years of continuous employment) will also apply to each year of employment since an employee completed 15, 20 25, 30, 35 years etc. of employment.</p>

- The [Long service leave](#) pages of the Wageline website contain extensive information on:
 - What counts as continuous employment, including details on the impact of various types of paid and unpaid absences or interruptions on continuous employment
 - What happens when business ownership changes
- The [WA long service leave calculator](#) can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy. The WA long service leave calculator is available at www.dmirs.wa.gov.au/lslcalculator.



Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The two days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.



Parental leave

- Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of more beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit the [Parental leave](#) page for more details.



Unpaid pandemic leave

- The COVID-19 General Order has implemented a new entitlement to unpaid pandemic leave for all employees working under this WA award. The new provision is effective from 14 April 2020 and applies until 31 July 2020 unless extended.
- The unpaid pandemic leave provisions in the COVID-19 General Order are:
 - (1) Subject to subclauses (2) and (3), an employee is entitled to take up to two weeks' unpaid leave if the employee is required, by government or medical authorities or acting on the advice of a medical practitioner, to self-isolate or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic. An employer and employee may agree that the employee may take more than two weeks' unpaid pandemic leave.
 - (2) The employee must give their employer notice of the taking of leave under subclause (1) and of the reason the employee requires the leave, as soon as practicable. This may be a time after the leave has started.
 - (3) The employee who has given their employer notice of taking leave under subclause (1) 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 subclause (1).
 - (4) Leave taken under subclause (1) does not affect any other paid or unpaid leave entitlement of the employee and counts as service for the purposes of entitlements.
 - (5) Such leave:
 - (a) is available in full immediately rather than accruing progressively during any period of service;
 - (b) will be available until 31 July 2020 (unless extended by further variation depending on the duration of the COVID-19 pandemic);
 - (c) will be available to full time, part time and casual employees (it is not pro rata); and
 - (d) must start before 31 July 2020, but may end after that date.
 - (6) It is not necessary for employees to exhaust their paid leave entitlements before accessing unpaid pandemic leave.
 - (7) Such unpaid leave does not operate on a 'per occasion' basis and is available once for those employees compelled to self-isolate, even if they are required to self-isolate on more than one occasion.
 - (8) Those caring for others who are compelled to self-isolate are not entitled to unpaid pandemic leave.



Resignation, termination and redundancy

Resignation by the employee

- Full time and part time employees are required to provide:
 - If employed for less than 1 year - 1 week's notice
 - If employed for 1 year or more but less than 3 years –2 weeks' notice
 - If employed for 3 years or more but less than 5 years - 3 weeks' notice
 - If employed for 5 years or more - 4 weeks' notice
- A casual employee can resign by providing one hour's notice.

Termination

- An employer is required to give a short term casual employee (with less than 12 months service) one hour's notice of termination. A casual employee with at least 12 months regular and systematic employment who would, but for the decision to terminate his or her employment, have a reasonable expectation of continuing employment, is entitled to the same notice periods as a full time or part time employee.
- Prior to terminating an apprentice, an employer must contact the Department of Training and Workforce Development Apprenticeship Office on 13 19 54 to discuss any proposed termination of an apprentice.
- Except in cases of serious misconduct, an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
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

*Employees over 45 years of age with two or more years of continuous service must receive an additional week's notice.

Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone. An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Visit the [Redundancy](#) page on the for redundancy obligations.

Dismissal requirements

- Under State laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:
 - consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance)
 - inappropriate behaviour or actions or
 - serious misconduct.
- The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.



Classifications

New Level	Old Classification	New Level	Old Classification
	General Engineering Section		Welding Section
C13	Cycle assembler Process employee	C13	Welder – third & fourth class
C12	Assembler window frame making Cycle mechanic Heat treater – operative Machinist – second & third class Motor cycle assembler Motor vehicle assembler Weighing instrument mechanic – sectional licence Sewing machine assembler & adjuster Tractor & Agricultural implement assembler Viewer	C12	Welder – second class
		C10	Welder – first class
			Foundry section
		C13	Assistant furnace operator Employee directly assisting tradesperson Plate or machine moulder &/or core maker first year Shot blast & sand blast dresser – protected Tapper out
C10	Brass finisher Examiner Fitter – refrigeration Fitter – window frame Fuel injector or fitter Locksmith Machinist – first class Weighing instrument mechanic – full licence Sewing machine mechanic (industrial) Tradesperson	C12	Annealing stove attendant Core stove or oven attendant Dresser &/or fettler and/or grinder Furnace operator Plate or machine moulder &/or core maker there after Shot blast & sand blast dresser – not protected
		C10	Jobbing core maker moulder
			Wrought Pipe Section
		C13	Employee assisting furnace faucet maker Employee or tar dip & sand rolling
C9	Heat treater Inspector Scientific instrument maker Machinist – first class (tool room) Patternmaker Toolmaker	C12	Faucet maker in charge of furnace Machine operator in charge of machine Pipe building & rounding
			Smith Section
		C13	Blacksmith's striker Hammer driver
		C11	Forge furnace operator
		C10	Blacksmith or coppersmith
			Iron Working & General Section
C13	Battery attendants Electrical fitter's assistant Electrical installer's assistant Motor attendant Process employee	C13	Assistant furnace operator Attendant at small rivet or bolt heating or similar type fires Bender or iron & steel frames used for reinforcing concrete Dresser &/or fettler &/or grinder Friction saw operator Lagger – first 18 months experience Rigger & splicer or scaffolder other ships & buildings who is so protected
C12	Switchboard attendant		
C11	Linesperson grade 2 – less than 3 years experience		
C10	Battery fitter Electrical fitter & /or armature winder Electrical installer Linesperson grade 1 – not less than 3 years experience		

(continued over page)

Classifications (continued)

New	Old Classification	New	Old Classification
	Electrical Section (Continued)		Iron Working & General Section (Continued)
C9	Electrician in charge of an electrical supply undertaking	C12	Boiler (inside) cleaner and chipper
C8	Electrician special class Electronics tradesperson		Cold saw operator
	Electroplating Section		Crane driver – overhead cabin controlled
C13	Wet process operative		Crane attendant and dogman
C12	Electroplater – second class Polisher		Dresser &/or fettler &/or grinder when using a portable machine
C10	Electroplater – first class		Furnace operator
	Boiler making & Ship Construction Section		Lagger – thereafter
C13	Driller using stationary machines		Painter of iron work (other than coach Painter & ship painter) – using brush or spray
C11	Driller using portable machines		Rigger and splicer or scaffolder other than on ships or building not Protected from flying shot and sand
C10	Tradesman		Tool material store person
C9	Boiler smith and/or angle iron smith Plate setter and frame bender Tradesperson – the greater part of whose time is occupied in marking off &/or template marking	C9	Rigger & slicer or scaffolder on shops & building
	Steel Construction Section (including nut, bolt and spike Making)		Industrial Gases Section
C13	Machinist – second class	C12	Acetylene plant or other gas plant
C12	Machinist – first class		General process hand
C10	Tradesperson		Oxygen plant operator
C9	Tradesperson – the greater part of whose time is occupied in marking off &/or template marking		Industrial instrumentation Section
		C9	Instrument Tradesperson Instrument Tradesperson - Complex systems Instrumentation & Controls - tradesperson
		C13	Tradesperson's Assistant
		C14	Labourer

Disclaimer

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