



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

WA award summary

# Pastrycooks Award

**1 July 2020 – 31 December 2020**

About this award summary

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This WA award summary is a summary of the state Pastrycooks Award and does not include all obligations required by the award. It is important that you also refer to the full Pastrycooks Award that is available on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://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](http://www.dmirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

This WA award summary includes information on the provisions of the COVID-19 General Order issued by the Western Australian Industrial Relations Commission (WAIRC) on 14 April 2020 which applies until 31 March 2021 unless extended, and information on the provisions of the COVID-19 JobKeeper General Order issued by the WAIRC on 15 May 2020 which applies until 28 March 2021 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

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| <p><b>Step 1</b><br/>- is the business in the state system?</p>                    | <p>This WA award summary applies to businesses in the <b>state industrial relations system</b>. It covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b> (e.g. Jane Smith trading as Jane’s Pastries)</li> <li>✓ <b>unincorporated partnerships</b> (e.g. Jane and Bob Smith trading as Jane’s Pastries)</li> <li>✓ <b>unincorporated trust arrangements</b> (e.g. Jane and Bob Smith as trustees for Jane’s Pastries)</li> <li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li> </ul> <p>This summary does <b>not</b> cover businesses and organisations in the national ‘fair work’ industrial relations system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations (e.g. Smith Pty Ltd trading as Jane’s Pastries)</li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other non-profit bodies</b> that are trading or financial corporations</li> </ul> <p>For more information visit the <a href="#">Guide to who is in the WA state system</a> page. If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p> |
| <p><b>Step 2</b><br/>- is the business covered by the Pastrycooks Award?</p>       | <p>The Pastrycooks Award covers many types of businesses in the state industrial relations system. Businesses covered include:</p> <ul style="list-style-type: none"> <li>✓ Bakeries</li> <li>✓ Cake shops</li> </ul>  |
| <p><b>Step 3</b><br/>- is the employee’s job covered by the Pastrycooks Award?</p> | <p>The Pastrycooks Award sets pay rates, working hours and other employment arrangements for employees working as:</p> <ul style="list-style-type: none"> <li>✓ Pastrycooks</li> <li>✓ Cake decorators</li> </ul>  |



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 9 details record keeping requirements.

The Pastrycooks 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, or wish to make an anonymous report of wage theft, 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 2020**. The 2020 State Wage Order increased pay rates effective from the first pay period on or after 1 January 2021.

**Adult rates of pay – applicable from the first pay period on or after 1 July 2020 until end of last pay period commenced in December 2020 (new rates applied from first pay period on or after 1 January 2021).**

| Classification         | Weekly   | Hourly  | Casual<br>(includes 20% loading) |
|------------------------|----------|---------|----------------------------------|
| Single hand pastrycook | \$833.50 | \$21.93 | \$26.32                          |
| Pastry cook            | \$831.10 | \$21.87 | \$26.25                          |
| Cake decorator         | \$783.80 | \$20.63 | \$24.75                          |
| Assistant              | \$751.50 | \$19.78 | \$23.73                          |

**Apprentice rates of pay – applicable from the first pay period on or after 1 July 2020 until end of last pay period commenced in December 2020 (new rates applied from first pay period on or after 1 January 2021).**

Apprentices aged 21 and above must receive the minimum adult apprentice rate of pay **\$638.20** per week or the appropriate rate, whichever is the higher, for ordinary hours of work.

| 3 Year Term | % of Pastrycook | Weekly   | Hourly  |
|-------------|-----------------|----------|---------|
| 1st Year    | 55%             | \$457.10 | \$12.03 |
| 2nd Year    | 75%             | \$623.30 | \$16.40 |
| 3rd Year    | 88%             | \$731.40 | \$19.25 |

**Junior rates of pay – applicable from the first pay period on or after 1 July 2020 until end of last pay period commenced in December 2020 (new rates applied from first pay period on or after 1 January 2021).**

| Age                   | % of Assistant | Weekly   | Hourly  | Casual<br>(includes 20% loading) |
|-----------------------|----------------|----------|---------|----------------------------------|
| Under 16 years of age | 40%            | \$300.60 | \$7.91  | \$9.49                           |
| 16 years of age       | 50%            | \$375.80 | \$9.89  | \$11.87                          |
| 17 years of age       | 60%            | \$450.90 | \$11.87 | \$14.24                          |
| 18 years of age       | 70%            | \$526.10 | \$13.84 | \$16.61                          |
| 19 years of age       | 80%            | \$601.20 | \$15.82 | \$18.99                          |
| 20 years of age       | 90%            | \$676.40 | \$17.80 | \$21.36                          |

Page 5 details the restrictions on employment of children in this industry.



To receive email updates when WA award pay rates change, subscribe to [Wageline News](#).



## Public holidays

- Full time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay. Part time employees are entitled to public holidays (or days substituted for public holidays) 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 award.
- For public holiday rates of pay please call Wageline on 1300 655 266, or view the Pastrycooks Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



## Hours and overtime

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- The ordinary hours of work are an average of 38 hours per week to be worked on one of the bases prescribed by the award. Ordinary hours must be worked over any five days of the week or ten days per fortnight. Two clear days off per week must be granted to each employee and one must be either a Saturday or Sunday. On one day of the week, employees may work up to nine ordinary hours.
- Except for dough making, ordinary hours must be worked between the hours specified as follows:
  - On Monday to Wednesday the starting time must not be earlier than 12:01am with a finishing time not later than 6:00pm
  - On Thursday the starting time must not be earlier than 12:01am with a finishing time not later than 6:00pm with a further starting time of not earlier than 10:00pm on that day, which is counted as time worked on a Friday, with a finishing time of not later than 6:00pm on that day.
  - On Saturday the starting time must not be earlier than 10:00pm on the preceding Friday with a finishing time of not later than 12 noon on that day. Time worked between 10:00pm and midnight is counted as time worked on a Saturday.
- Employees may be employed in ordinary hours between 6:00pm and 9:00pm daily for the purpose of cleaning duties only.
- Notwithstanding the provisions above, the ordinary hours for part time employees must not be more than 35 hours per week. A part time employee may be employed within ordinary hours for a maximum of nine hours, exclusive of meal breaks, and a minimum of three hours on any day.
- All time worked on any day or in any week in excess of or outside the ordinary hours of work is considered overtime and must be paid for at the rate of time and a half for the first two hours and double time after that. All overtime worked on Sundays must be paid for at the rate of double time. In the calculating of overtime rates, each day stands alone. Please view the Pastrycooks Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) or contact Wageline on 1300 655 266 to ensure that correct overtime rates are paid.

### Additional rates

- All ordinary hours worked before 6:00am Monday to Saturday inclusive must be paid at the rate of time and a half.
- Employees engaged between 6:00pm and 9:00pm for the purpose of performing cleaning duties must be paid at the rate of time and one-quarter.
- All work performed in ordinary hours between 6:00am and noon on a Saturday must be paid for at the rate of time and one-quarter. All work performed in ordinary hours on a Sunday must be paid for at the rate of double time except for dough makers when such time must be paid for at the rate of time and one half.
- Any employee who is required to work on any rostered day off must be paid at overtime rates except that where Sunday is a normal rostered day off and an employee is required to work, double time must be paid.
- These additional rates are not to be part of the ordinary rate of pay for the purpose of calculating an entitlement to overtime.

### 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 March 2021, unless extended.



## Meal breaks

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- An employee must be allowed a meal break of between half an hour and an hour every four hours worked. The first meal break must be taken at such time which is convenient after the completion of three hours and before the completion of five hours' work.
- An employee called upon to work for more than five hours after commencing work and who has not been granted a meal break must be paid overtime rates until the meal break is granted, or until the end of the shift, whichever is the earlier.
- Meal breaks must not be included as working time.



## Allowances

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### Location allowance

An employee working in specified regional towns in Western Australia is entitled to a weekly location allowance. Visit the [Location allowance](#) page for details.

### Meal allowance

When an employee, without being notified on the previous day or earlier, is required to continue working after the usual knock-off time for more than two hours, they must be provided with any meal required, or must be paid **\$11.15**. This does not apply in the case of an employee living in the same locality as the place of employment who can reasonably return home for a meal.

### Leading hand allowance

In addition to the appropriate total weekly wage prescribed by the award a leading hand must be paid if placed in charge of:

- |  |                |
|--|----------------|
| • Less than four other employees                 | <b>\$16.50</b> |
| • Four or more but less than ten other employees | <b>\$26.10</b> |
| • Ten or more but less than 20 other employees   | <b>\$39.90</b> |
| • More than 20 other employees                   | <b>\$51.50</b> |



## Deductions from pay

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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; or
- the employer is authorised or required to deduct by law or a court order.



## Employment of children

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- A child who is 13 or 14 years old may work in a **business which is considered to be a shop or restaurant** between 6am and 10pm (excepting school hours) if the employer has obtained written permission from their parent or guardian.
- Children under 15 cannot be employed in other occupations or workplaces covered by this WA award except if the child is working as part of a school program or in a family business or a not-for-profit organisation.
- School aged children must not work in school hours except as part of a school program.
- Visit the [Employment of children laws in WA – shop, restaurant, fast food or takeaway food businesses](#) page for more information about employing children under the age of 15 years, including a template for written parental permission.



## Leave entitlements

### Quick reference guide

| Leave entitlement      | Full time | Part time | Casual |
|------------------------|-----------|-----------|--------|
| Annual leave           | ✓         | ✓         | ✗      |
| Sick and carer's leave | ✓         | ✓         | ✗      |
| Unpaid carer's 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 Pastrycooks Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Pastrycooks Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au), the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.

### 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.

### 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 annual leave of four weeks 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 Pastrycooks 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 the employee would have received any additional rates for work performed in ordinary hours, had they not been on leave during the

relevant period and such additional rates would have entitled them to a greater amount than the loading of 17.5%, then such additional rates must be added to their 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 March 2021, 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 March 2021, 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.

### 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"> <li>• after 10 years of continuous employment with the one and the same employer – <math>8^{2/3}</math> (8.667) weeks of leave on ordinary pay; and</li> <li>• for every 5 years of continuous employment with the one and the same employer after the initial 10 years – <math>4^{1/3}</math> (4.333) weeks of leave on ordinary pay.</li> </ul> |   |
| 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 <math>8^{2/3}</math> (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> <li>• is calculated on the employee's entire period of employment; that is, years, months, weeks and days;</li> <li>• applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct; and</li> <li>• does not apply to an employee whose employer has terminated them for serious misconduct.</li> </ul>   |
| Employee with 10 or more years of continuous employment  | <p><b>Full entitlement – 10 years or more of continuous employment</b></p> <p>An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> <li>• <math>8^{2/3}</math> (8.667) weeks of leave if they have completed 10 years of continuous employment; and</li> <li>• an additional <math>4^{1/3}</math> (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment.</li> </ul> <p><b>Pro-rata entitlement – more than 10 years of continuous employment</b></p> <p>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"> <li>• is calculated on the basis of <math>8^{2/3}</math> weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment;</li> <li>• is calculated on completed years of employment only; that is, it does not include months, weeks or days; and</li> <li>• does not apply to an employee whose employer has terminated them for serious misconduct.</li> </ul> <p>This pro rata entitlement (calculated on the basis of <math>8^{2/3}</math> 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](http://www.dmirs.wa.gov.au/lslcalculator).



## 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.

## 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*.

## 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 March 2021 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 March 2021 (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 March 2021, 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.



## Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Pastrycooks 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. Employers often fail to keep sufficient detail in their 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 Pastrycooks Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Pastrycooks Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://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

- All employees must receive a payslip for each pay period which includes the amounts paid for penalty loadings, overtime and the gross amount, as well as any deductions and the net wage.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



## Resignation, termination and redundancy

### Resignation by the employee

- A casual employee can resign by providing one hour's notice to the employer.
- Full time and part time employees are required to provide:

| Period of continuous service          | Period of notice |
|---------------------------------------|------------------|
| During the first month                | 1 day            |
| 2 months or more but less than 1 year | 1 week           |
| 1 year or more but less than 3 years  | 2 weeks          |
| 3 years or more but less than 5 years | 3 weeks          |
| 5 years and over                      | 4 weeks          |

### 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 for redundancy obligations.

## Termination

- An employer is required to give a casual employee one hour's notice of termination.
- 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.
- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Pastrycooks Award.

## 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.

## Disclaimer

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