



DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Lithgow Community Private Hospital
(AG2015/5231)

LITHGOW COMMUNITY PRIVATE HOSPITAL AND NSWNMA/ANMF ENTERPRISE AGREEMENT 2015-2018.

Health and welfare services

DEPUTY PRESIDENT BOOTH

SYDNEY, 23 NOVEMBER 2015

Lithgow Community Private Hospital and NSWMNA/ANMF Enterprise Agreement 2015-2018.

[1] An application has been made for approval of an enterprise agreement known as the *Lithgow Community Private Hospital and NSWMNA/ANMF Enterprise Agreement 2015-2018* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by Lithgow Community Private Hospital. The agreement is a single-enterprise agreement.

[2] The Agreement does contain a flexibility term, however, it is not a flexibility term which complies with s.203(2) of the Act. I note that the model flexibility term is taken, pursuant to s.202(4) of the Act, to be a term of the Agreement. A copy of the model flexibility term is attached to this decision.

[3] The New South Wales Nurses and Midwives' Association and the New South Wales Branch of the Australian Nursing and Midwifery Federation, being bargaining representatives for the Agreement, have given notice under s.183 of the Act that they want the Agreement to cover them. In accordance with s.201(2) of the Act, I note that the Agreement covers these organisations.

[4] I am satisfied that each of the requirements of ss.186, 187 and 188 of the Act as are relevant to this application for approval have been met.

[5] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 30 November 2015. The nominal expiry date of the Agreement is 1 September 2018.



DEPUTY PRESIDENT

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Note - the model flexibility term is taken to be a term of this agreement and can be found at the end of the agreement.



Lithgow Community Private Hospital and NSWNMA/ANMF Enterprise Agreement

2015-2018

(1)	Arrangement	1
(2)	Title	2
(3)	Coverage	2
(4)	Duration	2
(5)	Definitions	2
(6)	Hours of Work and Free Time of Employees	4
(7)	Banking of Hours	7
(8)	Rosters	8
(9)	Salaries	9
(10)	Recognition of Service and Experience	9
(11)	Special Allowances	10
(12)	Penalty Rates for Shift Work and Weekend Work	11
(13)	Fares and Expenses	12
(14)	Telephone Allowance	12
(15)	Uniform and Laundry Allowances	12
(16)	Higher Grade Duty	13
(17)	Overtime	13
(18)	Payment and Particulars of Salaries	15
(19)	Registration or Enrolment Pending	15
(20)	Part-Time, Casual and Temporary Employees	15
(21)	Annual Leave and Public Holidays	19
(22)	Annual Leave Loading	23
(23)	Long Service Leave	24
(24)	Compassionate Leave	26
(25)	Personal/Carer's Leave	27
(26)	Staff Amenities	31
(27)	Escort Duty	31
(28)	Medical Examination of Nurses	32
(29)	Domestic Work	32
(30)	Labour Flexibility	32
(31)	Termination of Employment	32
(32)	Transfer of Business	33
(33)	Attendance at Meetings and Fire Drills	33
(34)	Resolution of Disputes	34
(35)	Parental Leave	35
(36)	Superannuation	35
(37)	Consultation regarding major work place change	38
(38)	Redundancy	39
(39)	National Employment Standards	43
(40)	Intentions	43
(41)	Agreement Flexibility	44
(42)	Ceremonial Leave	45
(43)	Study/Paid Professional Development Leave	45
(44)	Paid Union Leave and Recognition of the Union	45
(45)	Workload Management	45
(46)	Paid Emergency Services Leave	46
(47)	Access to Copies of the Agreement and the NES	46
(48)	No Extra Claims	46
	Table 1 -Monetary Rates	47
	Table 2- Other Rates and Allowances	48

(2) Title

This agreement will be known as and referred to as the Lithgow Community Private Hospital and NSWMA/ANMF Enterprise Agreement 2015-2018 ("the Agreement").

(3) Coverage

This agreement will cover:

- 3.1 Lithgow Community Private Hospital Limited (A.B.N 81 074 908 562) trading as Lithgow Community Private Hospital (the employer) of 2 Col Drewe Drive, Lithgow NSW 2790;
- 3.2 The New South Wales Nurses and Midwives Association (NSWNMA) and, Australian Nursing and Midwifery Federation (ANMF NSW Branch) A.B.N 63 398 164 405 ("the Association") of 50 O'Dea Avenue Waterloo, Sydney, New South Wales, 2017; in accordance with Section 183 of the Fair Work Act 2009 ("the Act"), and
- 3.3 Nursing employees employed in classifications listed in Table 1 - Salaries by Lithgow Community Private Hospital Ltd.

(4) Duration

This agreement will commence seven days after approval by the Fair Work Commission and shall remain in force until 1st September 2018.

The parties covered by this Agreement will commence negotiations on a successor for this Agreement at least one month before its expiry date.

(5) Definitions

Unless the context otherwise indicates or requires the several expressions hereunder defined shall have the respective meanings assigned to them:

"**Act**" shall mean the Fair Work Act

"**Assistant in Nursing**" means a person, other than a registered nurse, or enrolled nurse, who is employed in nursing/midwifery duties in a hospital.

"**Board**" means the Nursing and Midwifery Board of Australia and shall also be taken to mean the Australian Health Practitioner Regulation Agency.

"**Clinical Nurse Specialist**" means a registered nurse with relevant post-basic qualifications and 12 months experience working in the clinical area of his/her specified post-basic qualification, or a minimum of four years post-basic registration experience, including three years experience in the relevant specialist field and who satisfies the local criteria.

"**Day Procedure Centre**" means a licensed day procedure centre as defined in the Private Health Facilities Act 2007.

"**Day Worker**" means a worker who works their ordinary hours from Monday to Friday inclusive and who commences work on such days at or after 6.00 am and before 10.00 am otherwise than as part of the shift system.

"**Director of Nursing**" includes a registered nurse who is registered by their employer with the Health Administration Corporation of New South Wales as the person in charge of the hospital. There shall be only one person in each hospital entitled to be classified as Director of Nursing or whatever title the Senior Nursing Administrator is known at the hospital.

"Enrolled Nurse without medication qualification" means a nurse enrolled with the Board who has the following notation on their license "Does not hold Board approved qualification in the administration of medications" attached to their enrolment.

"Enrolled Nurse" means a person registered by the Board as an Enrolled Nurse.

"Experience" in relation to an enrolled nurse, or assistant in nursing/ midwifery means experience before and/or after the commencement of this Agreement whether within New South Wales or elsewhere and in the case of an enrolled nurse or assistant in nursing/midwifery who was formerly a student nurse includes experience as such student nurse.

For the purpose of determining the year of experience for part time or casual employment, a year of experience shall be 1976 hours of employment.

"Hospital" means a private hospital as defined by the Private Health Facilities Act 2007.

"Industry of Nursing" means the industry of persons engaged and employed in New South Wales in the profession or occupation of nursing and employed in or in connection with private hospitals.

"NES" means the National Employment Standards as varied from time to time.

"Ordinary pay" of an employee includes in addition to the basic periodic rate of pay and any applicable over-agreement payments for ordinary hours of work. It does not include shift or weekend penalties.

"Registered Nurse" means a person registered by the Board as a Registered Nurse.

"Service" for the purpose of Clause 10, Recognition of Service and Experience, means service before or after the commencement of this Agreement in New South Wales or elsewhere as a registered nurse, provided that all service recognised prior to the commencement of this Agreement shall continue to be recognised.

To the foregoing shall be added any actual periods on and from January 1971 during which a registered nurse undertook a post-basic course whilst an employee of and rendering service in an institution or hospital and such course is recognised by the Board or acceptable to the Health Administration Corporation of New South Wales, or is one of the following certificate or diploma courses:

Associate Diploma in Community Health - College of Nursing, Australia; NSW College of Nursing.

Associate Diploma in Nursing Administration - College of Nursing, Australia; NSW College of Nursing.

Associate Diploma in Nursing Education - College of Nursing, Australia; NSW College of Nursing; Newcastle College of Advanced Education.

Certificate in Ward Management- NSW College of Nursing.

Provided that no more than three such courses shall count as service.

A reference to the New South Wales College of Nursing in this Agreement shall be deemed to be a reference also to the School of Nursing Studies, Cumberland College of Health Sciences.

For the purpose of determining the year of service for part time or casual employment a year of service shall be 1976 hours of employment. Only paid leave shall be counted as service.

"**Shift Worker**" means a worker who is not a day worker as defined.

"**Union**" means the New South Wales Nurses and Midwives Association (NSWNMA) and Australian Nursing and Midwifery Federation (ANMF) New South Wales Branch.

"**Workplace Representative**" Workplace Representative means a person(s) nominated by an employee or employees to represent them in accordance with the provisions of this Agreement.

"**Fair Work Act**" refers to the Fair Work Act 2009.

(6) Hours of Work and Free Time of Employees

6.1 The ordinary hours of work for day workers, exclusive of meal times, shall be 152 hours per 28 calendar days to be worked Monday to Friday inclusive and to commence on such days at or after 6.00 am and before 10.00 am.

6.2 The ordinary hours of work for shift workers, exclusive of meal times, shall not exceed an average of 38 hours per week in each roster cycle.

6.3 (a) the hours of work prescribed in subclauses 6.1 and 6.2 of this clause shall, where possible, be arranged in such a manner, that in each roster cycle of 28 calendar days each employee shall not work their ordinary hours or work on more than nineteen days in the cycle.

(b) Notwithstanding the provision of paragraph (a) of this subclause, employees may, with the agreement of the employer work shifts of less than 8 hours each over 20 days in each cycle of 28 days.

(c) Provided that on the occasion of an employee's written request, and with the consent of the employer, a 9.5 day fortnight may be worked instead of the 19-day month or

(d) the 38 hours per week, may be arranged in order that an employee shall not be required to work his/her ordinary hours in more than five days in one week or 10 days in one fortnight.

6.4 Except where authorised by subclause 6.18 of this clause, each shift shall consist of no more than 10 hours on a day shift or 11 hours on a night shift with not less than 10 hours break between each shift; provided that an employee shall not work more than 7 consecutive shifts unless the employee so requests and the Director of Nursing agrees. An employee shall not work more than two (2) quick shifts in any period of 7 days.

A quick shift is an evening shift which is followed by a morning shift.

6.5 The employer is to decide when employees take their additional days off duty prescribed by subclause 6.3 of this clause (as a consequence of the implementation of the 38 hour week). Where necessary the employer must consult with the affected employees to ascertain the employees' preferences and must take any such preferences into account when arriving at a decision. Where practicable additional days off duty shall be consecutive with the rostered days off duty prescribed in subclause 6.14 of this clause.

- 6.6 Once set, the additional days off may not be changed except in accordance with the provisions of Clause 8, Rosters.
- 6.7 Where the employer's decision (in accordance with subclause 6.5 of this clause) is that an employee's additional days off be accumulated, no more than 6 days may be accumulated in any one year of employment. By mutual agreement this may be extended to no more than 12 days at any one time. Where the employee wants to accumulate more than 6 accumulated additional days off the Employee must apply and the Employer will not unreasonably decline the request. Such accumulated additional days off may be taken in conjunction with the Employee's annual leave, or as otherwise agreed.
- 6.8 Except for breaks for meals the hours of duty each day shall be continuous. Provided, that in the case of permanent part-time employees, an employer will consult with employees and if requested by the employee any nominated representative which may be a union representative an exemption from this provision, and from subclause 6.4 of this clause with regard to the span of hours only, to enable an additional break of no more than 4 hours. In any event, the span of hours shall not exceed 12 hours.
- 6.9 (a) Each employee shall be allowed a break of not less than thirty minutes and not more than sixty minutes for each meal occurring on duty.
- (b) Where practicable, employees shall not be required to work more than 5 hours without a meal break. Provided that where practicable an employee engaged to work for 5 hours or less in any one shift may elect not to take a meal break as otherwise provided for by this subclause without penalty to the employer. The term "where practicable" encompasses regard being paid to the service requirements of the employer.
- 6.10 Two separate ten-minute intervals (in addition to meal breaks) shall be allowed each employee on duty during each ordinary shift of 8 or 10 hours as the case may be. Subject to agreement between the employer and the employee, such intervals may alternatively be taken as one twenty-minute interval, or by one 10-minute interval with the employee allowed to proceed off duty 10 minutes before the completion of the normal shift finishing time. Such interval(s) shall count as working time.
- 6.11 (a) Subclauses 6.9 and 6.10 of this clause shall not apply to an employee who, before going on night duty, is provided with a meal between 9.00 pm and 11.00 pm and who is allowed two intervals of twenty minutes each during the period of night duty but such intervals shall count as working time and shall be paid for as such.
- (b) Where an employee is required to change into a uniform or a specified type of garment at the employer's premises they shall be allowed ten minutes for such a purpose and such time shall be counted as working time and paid as such.
- 6.12 (a) Except as provided for in paragraph (b) an employee shall not be employed on night duty for a longer period than 8 consecutive weeks. After having served a period of night duty an employee shall not be required to serve a further period on night duty until they have been off night duty for a period equivalent to the previous period on night duty.

(b) the provision of paragraph (a) shall not apply to a general nurse in charge, as the case may be, who is employed permanently in charge at night nor an employee who requests to be employed on night duty and the Director of Nursing consents.

- 6.13 An employee changing from night duty to day duty or from day duty to night duty shall be free from duty during the twenty hours immediately preceding the commencement of the changed day.
- 6.14 (a) Each employee shall be free from duty for not less than two full days in each week or four full days in each fortnight or eight full days in each twenty-eight (28) day cycle and no duties shall be performed by the employee on any of such free days except for overtime. Where practicable, days off shall be consecutive and shall not be preceded by an evening shift or a night shift unless an additional eight hours are granted as sleeping time. An evening shift shall be one which commences at or after 1.00 pm and before 4.00 pm.
- (b) An employee, at her or his request, may be given free from duty time in one or more periods but no period shall be less than one full day.
- (c) For the purpose of this subclause "full day" means from midnight to midnight or midday to midday.
- 6.15 (a) Employees may be required to remain on call. Any such time on call shall not be counted as time worked (except insofar as an employee may take up actual duty in response to a call), but shall be paid for in accordance with Clause 11 , Special Allowances, of this Agreement: Provided, however, no employee shall be required to remain on call whilst on leave or on the day before entering upon leave.
- (b) No employee shall be required to remain on call whilst on a rostered day off nor on completion of the shift on the day preceding a rostered day off. This provision shall not apply where in special circumstances it is necessary for an employer to place staff on call on rostered days off or on completion of the shift on the day preceding a rostered day off in order to ensure the provision of services.
- 6.16 The employer shall not alter the period over which the ordinary hours of work of employees are balanced except upon giving one month's notice of their intention to do so to affected employees and if requested by the employee, any nominated representative which may be a union representative.
- 6.17 The provisions of paragraphs (a) and (b) of subclause 6.12 and of subclause 6.13 and of paragraph (a) of subclause 6.14 of this clause, shall not apply if the employee is required to perform duty to enable the nursing service of the employer to be carried on or where another employee is absent from duty on account of illness or in an emergency.
- 6.18 The following criteria shall apply to the introduction of 12 hour shifts:
- (a) 12 hour shifts will only be introduced in units where there has been full consultation with the staff affected and a majority of the staff affected agree to the introduction of the proposed 12 hour shift system;
- (b) any employee who does not wish to work under the 12 hour shift system may work a mutually agreed alternative shift system in the unit affected or may transfer to another mutually agreed position within the facility with no loss of classification and contracted hours;

- (c) the span of hours must not exceed 12.5 hours;
- (d) there must be a maximum of three consecutive night shifts which include one or more 12 hour shifts;
- (e) there must be a minimum break of 11.5 hours rostered between each 12 hour shift;
- (f) employees must be allowed either two 30 minutes or one 60 minutes meal break. In addition to the meal breaks employees must be allowed either two 10 minute or one 20 minute paid tea break;
- (g) the employer must notify the employees, and if requested by the employee any nominated employee representative, which may be a union representative, of the implementation of the 12 hour shifts at least one month prior to commencing the new arrangements. The details of that notification must indicate the number of staff involved, the section of the hospital involved and the Agreement provisions which need to be overridden.
- (h) there must be an evaluation process at the completion of the first 12 months, or sooner if the employer and affected employees agree. The evaluation process must involve representatives of employees and the employer. Aspects which are to be considered in the evaluation process are to include occupational health and safety data, sick leave patterns and the frequency of overtime.
- (i) the employees and if requested by the employee any nominated employee representative which may be a union representative are to be notified of the outcome of the evaluation process;
- (j) nothing contained in this subclause shall prevent an individual employee and their employer reaching mutual agreement to that individual working 12 hour shifts.

(7) Banking of Hours

- 7.1 A full time or part time employee may, by agreement made daily, weekly or fortnightly with their DON:
 - (a) work less than their daily, weekly or fortnightly rostered or contracted hours and work those hours at a later date; or
 - (b) work more than their daily, weekly or fortnightly rostered or contracted hours and take time off in lieu of payment, or may set off the additional hours worked against any owing under (a) above.
- 7.2 An employee who works less than their rostered or contracted hours shall be paid as if those hours had been worked during the relevant period, including payment for any weekend or shift penalties that would otherwise have been due for the time not worked.
- 7.3 An employee who works more than their rostered or contracted hours shall not receive payment for any weekend or shift penalties that would otherwise have been due for that extra time worked.
- 7.4 Time debited or credited under these arrangements shall all be at ordinary time, i.e. an hour for an hour.

- 7.5 An employee may not have more than 76 hours in debit or credit at any point in time.
- 7.6 Employees who have hours in debit must be given first option to work additional hours prior to the use of casual employees.
- 7.7 The hospital must keep detailed records of all hours credited and debited to employees under these arrangements. Employees must have full access to these records.
- 7.8 On termination of employment the employer must pay the employee for all hours in credit and may deduct from termination pay the value of any hours in debit.
- 7.9 Either party shall have the right to terminate an agreement under this clause with two weeks notice.

(8) Rosters

- 8.1 The ordinary hours of work for each employee, other than the Director of Nursing and casual employees, shall be displayed on a roster in a place conveniently accessible to employees.
- 8.2 The roster shall be displayed where practicable at least two weeks prior, but in any event not less than one week prior, to the commencing date of the first working period in the roster. Provided that in the case of a permanent part-time employee whose hours are balanced over 4 weeks, the roster shall be displayed where practicable, at least 4 weeks prior to the commencing date of the first working period in the roster but in any event not less than one week prior, to the commencing date of the first working period in the roster.
- 8.3 Notwithstanding the foregoing provisions of this clause, a roster may be altered at any time to enable the nursing service of the hospital to be carried on where another employee is absent from duty on account of illness or in an emergency: Provided that where any such alteration involves an employee working on a day which would otherwise have been such employee's day off, the day off in lieu thereof shall be as mutually arranged.
- 8.4 Prior to the date of the changed shift, such change of roster shall be notified verbally or in writing to the employee concerned.
- 8.5 An employee may change their roster at short notice, with the agreement of their Director of Nursing for any reasonable ground.
- 8.6 An employer may change an employee's roster at short notice, with the agreement of the employee, for any reasonable ground including unexpected situations and unforeseen fluctuations in patient dependency.
- 8.7 Where an employee is entitled to an additional day off duty in accordance with Clause 6, Hours of Work and Free Time of Employees, of this Agreement, such day is to be shown on the roster of hours for that employee.
- 8.8 All rosters shall be retained for at least six years.

(9) Salaries

- 9.1 The minimum salaries per week shall be as set out in Table 1 - Salaries. The current minimum salaries are set out in Column 1 of Table 1 - Salaries. The parties covered by this Agreement have agreed that the following wage increases will apply:
- (a) The first increase of 3% will be from the first pay period to commence on or after the approval of the agreement (Column 2 of Table 1); and
 - (b) 2.5% from the first pay period to commence on or after 1 September 2016
 - (c) 2.5% from the first pay period on or after 1 September 2017.
- 9.2 The allowances as set out in Table 2- Other Rates and Allowances, shall be paid. These allowances shall increase by the same percentage rate prescribed for wages in 9.1 above, except for the use of private vehicle allowance (Item 6 of Table 2) which will increase in line with the Australian Taxation Office use of private vehicle allowance rate.
- 9.3 Where an employee receives a rate of pay in excess of the rates set out in Table 1, the employee will maintain their above Agreement wage and will not be disadvantaged.
- 9.4 The wage increase specified above are inclusive of any wage increases; determination or award of Fair Work Commission or any other authorised tribunal or commission made during the period of this Agreement. Any increase in the Award rates of pay shall be absorbed into the wage rates paid under this Agreement. Should the application of any increase awarded by Fair Work Commission result in rates applicable to the employees that are greater than those applying in this Agreement, those higher rates will apply from the date specified by Fair Work Commission .

(10) Recognition of Service and Experience

- 10.1 The employer shall notify each nurse in writing of the requirements of this clause at the time of the nurse's commencement of employment. If the employer does not so notify the nurse then the requirements of this clause shall not commence until the employer does so notify the nurse.
- 10.2 From the time of commencement of employment the nurse has three months in which to provide documentary evidence to their employer detailing any other 'service' or 'experience', as defined in Clause 5, Definitions, not disclosed at the time of commencement. This evidence, in the absence of other documentary evidence may take the form of a statutory declaration.
- 10.3 Until such time as the nurse furnishes any such documentation contemplated in 10.2 above the employer shall pay the nurse at the level for which documentary evidence has been provided.
- 10.4 If within three months of commencing employment a nurse does provide documentary evidence of other previous service or experience not disclosed at the time of commencement, the employer shall pay the nurse at the appropriate rate as and from the date of commencement that would have been paid from that date had the additional evidence been provided at that time.

- 10.5 It a nurse provides documentary evidence of other previous service or experience not disclosed at the time of commencement after the said three months period, the nurse shall be paid a rate appropriate to the previous service or experience then proved but only from the date of providing that evidence to the employer.
- 10.6 A nurse who is working as a nurse for more than one organisation shall notify each employer under this Agreement within one month of the end of each quarter of their hours of service or experience, as appropriate, worked with those other employers in the last quarter.
- 10.7 A nurse who is entitled to progress to the next year of service or experience (by reason of hours worked with other employers) as and from a particular date must provide documentary evidence of that entitlement within three months of that entitlement arising. If that proof is so provided the nurse shall be paid at the higher rate as and from the particular date. If the documentary evidence is provided outside that three month period the nurse shall be paid at the higher rate only from the date of proof.

(11) Special Allowances

- 11.1 (a) An employee required by their employer to be on call otherwise than as provided for in paragraph (b) shall be paid the sum set out in Item 1 of Table 2- Other Rates and Allowances for each period of 24 hours or part thereof provided that only one allowance shall be payable in any period of 24 hours.
- (b) An employee required to be on call on rostered days off in accordance with subclause 6.15(b) of Clause 6, Hours of Work and Free Time of Employees, shall be paid the sum set out in Item 2 of Table 2 for each period of 24 hours or part thereof provided that only one allowance shall be payable in any period of 24 hours.
- (c) An employee who is directed to remain on call during a meal break shall be paid an allowance of the sum set out in Item 3 of Table 2 provided that no allowance shall be paid if, during a period of 24 hours including such period of on call, the employee is entitled to receive the allowance prescribed in 11.1 (a) above. If an employee is recalled to duty during such meal break, they shall be paid at overtime rates for the total period of the meal break.
- (d) Where an employee on call leaves the hospital and is recalled to duty, they shall be reimbursed all reasonable fares and expenses actually incurred provided that where an employee uses a motor car in these circumstances the allowance payable shall be the rate set out in Item 6 of Table 2. The provisions of this paragraph shall apply to all employees.
- 11.2 An employee required to wear a lead apron shall be paid an allowance of the sum set out in Item 4 of Table 2 for each hour or part thereof that they are required to wear the said apron.
- 11.3 (a) A registered nurse who is designated to be in-charge of the hospital during the day, evening or night shift shall be paid an allowance per shift of the sum set out in Item 5 of Table 2.
- (b) This subclause shall not apply to registered nurses holding classified positions of a higher grade than of a registered nurse.

(12) Penalty Rates for Shift Work and Weekend Work

- 12.1 Employees working afternoon or night shift shall be paid the following percentages in addition to the ordinary rate for such shift: Provided that employees who work less than 38 hours per week shall only be entitled to the additional rates where their shifts commence prior to 6.00 am or finish subsequent to 6.00 pm.
- Afternoon shift commencing at 10 am and before 1 pm - 10%
- Afternoon shift commencing at 1.00 pm and before 4.00 pm - 12.5%
- Night shift commencing at 4.00 pm and before 4.00 am - 15%
- Night shift commencing at 4.00 am and before 6.00 am - 10%
- 12.2 "Ordinary rate" and "ordinary time" shall not include any percentage addition by reason of the fact that an employee works less than 38 hours per week but shall include amounts payable under Clause 9, Salaries and Clause 11 Special Allowances.
- 12.3 For the purposes of this clause day, afternoon and night shifts shall be defined as follows:
- "Day Shift" means a shift which commences at or after 6.00 am and before 10.00 am.
- "Afternoon shift" means a shift which commences at or after 10.00 am and before 4.00 pm.
- "Night Shift" means a shift which commences at or after 4.00 pm and before 6.00 am on the day following.
- 12.4 Employees whose ordinary working hours include work on a Saturday and/or Sunday shall be paid for ordinary hours worked between midnight on Friday and midnight on Saturday at the rate of time and one half and for ordinary hours worked between midnight on Saturday and midnight on Sunday at the rate of time and three quarters. These extra rates shall be in substitution for and not cumulative upon the shift premiums prescribed in the subclause 12.1 of this clause.
- The foregoing paragraph shall apply to employees who work less than 38 hours per week, but such employees shall not be entitled to be paid in addition any allowance prescribed by Clause 20. Part-time, Casual and Temporary Employees, of this Agreement in respect of their employment between midnight on Friday and midnight on Sunday.
- 12.5 The additional payments prescribed by this clause shall not form part of the employee's ordinary pay for the purposes of this Agreement, except as provided in Clause 21, Annual Leave and Public Holidays, of this Agreement.
- 12.6 (a) This subclause shall only apply to nurses who work an entire ordinary time shift in a discrete designated day procedure ward or unit which routinely functions between the hours of 7.00 am and 6.00 pm.
- (b) This subclause shall not apply to any nurse whose employment commenced prior to 15 December 1994 and who has been employed on a continuous basis since that date.
- (c) A nurse to whom this subclause applies shall not be entitled to an additional penalty rate payment for ordinary time worked prior to 6.00 pm on any week day.

(d) A nurse to whom this subclause applies shall be paid, in addition to their ordinary rate, a penalty payment at the rate of 15% for all ordinary time worked after 6.00 pm on any week day.

(13) Fares and Expenses

- 13.1 An employee required to travel in the performance of duty shall be paid all reasonable out of pocket expenses (including fares).
- 13.2 An employee who claims reimbursement of fares, pursuant to this clause shall provide proof of such expense to the employer, and also shall furnish to the employer, if so required, satisfactory proof that they have not received from another employer reimbursement in respect of those fares.
- 13.3 An employee required to use their own motor vehicle during the course of their duties shall receive 0.76 cents per km for such use of their motor vehicle.

(14) Telephone Allowance

If an employee is required, for the purpose of their employment, to be on call the employee shall be reimbursed for all telephone calls made by the employee in responding to a call to the hospital upon production of satisfactory evidence to the employer.

(15) Uniform and Laundry Allowances.

- 15.1 Subject to subclause 15.3 of this clause, sufficient, suitable and serviceable uniforms, including one pair of shoes per annum which shall be of a recognised acceptable standard for the performance of nursing duties, and one cardigan or jacket shall be supplied free of cost to each employee required to wear a uniform. An employee, to whom a new uniform or part of a uniform has been issued who, without good reason, fails to return the corresponding article last supplied shall not be entitled to have such article replaced without payment therefore at a reasonable price.
- 15.2 An employee, on leaving the service of an employer, shall return any uniform or part thereof supplied by that employer which is still in use immediately prior to leaving.
- 15.3
 - (a) In lieu of supplying uniforms and shoes to an employee, an employer shall pay the said employee the sum set out in Item 7 of Table 2- Other Rates and Allowances, for uniforms and the sum set out in Item 8 of Table 2 for shoes per week.
 - (b) In lieu of supplying stockings to an employee an employer shall pay the said employee the sum set out in Item 9 of Table 2 per week.
 - (c) In lieu of supplying a cardigan or jacket to an employee an employer shall pay the said employee the sum set out in Item 10 of Table 2 per week.
 - (d) If, in any hospital, the uniforms of an employee are not laundered at the expense of the hospital an allowance of the sum set out in Item 11 of Table 2 shall be paid to the said employee; provided that the payment of such laundry allowance shall not be made to any employee on absences exceeding one week.
 - (e) In lieu of supplying socks to an employee the employer shall pay the said employee the sum set out in Item 12 of Table 2 per week.
 - (f) The allowances referred to subclause 15.3 are also payable during any period of paid leave.

(16) Higher Grade Duty

- 16.1 An employee who is called upon to relieve an employee in a higher classification or is called upon to act in a vacant position of a higher classification shall be entitled to receive for the period of relief or the period during which they act the minimum payment for such higher classification.
- 16.2 The provisions of subclause 16.1 shall not apply where the employee being relieved is absent from duty for a period of three consecutive working days or less which have been rostered in advance, except where the duties of the higher position involve being in charge of the facility during the period in question.

(17) Overtime

- 17.1 Subject to subclause 17.2 an employer may require an employee to work reasonable overtime
- 17.2 An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable.
- 17.3 For the purposes of subclause 17.2 what is unreasonable or otherwise will be determined having regard to:
 - (a) the risk to the employee's health and safety;
 - (b) the employee's personal circumstances including any family and carer responsibilities;
 - (c) the needs of the facility;
 - (d) the notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it; and
 - (e) any other relevant matter.
- 17.4 (a) Subject to paragraph (b) hereof all time worked by employees other than the Director of Nursing in excess of the rostered daily ordinary hours of work shall be overtime and shall be paid for at the rate of time and one half for the first two hours and double time thereafter in respect of each overtime shift worked or in respect of overtime worked prior to or at the conclusion of a normal shift. Provided that overtime worked on Sundays shall be paid for at the rate of double time and on public holidays at the rate of double time and one half.
 - (b) All time worked by permanent part time employees, in excess of the rostered daily ordinary hours of work prescribed for the majority of full-time employees employed on that shift in the ward or section concerned shall be paid for at the rate of time and one half for the first two hours and double time thereafter except that on Sundays such overtime shall be paid for at the rate of double time and on public holidays at the rate of double time and one half. Time worked up to the rostered daily ordinary hours of work prescribed for a majority of the full-time employees employed on that shift in the ward or section concerned shall not be regarded as overtime but an extension of the contract hours for that day and shall be paid at the ordinary rate of pay.
- 17.5 An employee recalled to work overtime after leaving the employer's premises shall be paid for a minimum of four hours work at the appropriate rate for each time so recalled. If the work required is completed in less than four hours, the employee

shall be released from duty provided that this subclause does not apply to a Director of Nursing.

- 17.6 An employee required to work overtime following on the completion of their normal shift for more than two hours shall be allowed twenty minutes for the partaking of a meal and a further twenty minutes after each subsequent four hours overtime. All such time shall be counted as time worked; provided that benefits of this subclause shall not apply to permanent part time employees, until the expiration of the normal shift for a majority of the full-time employees employed on that shift in the ward or section concerned.
- 17.7 An employee recalled to work overtime after leaving the employer's premises and who is required to work for more than four hours shall be allowed twenty minutes for the partaking of a meal and a further twenty minutes after each subsequent four hour's overtime; all such time shall be counted as time worked.
- 17.8 The meals referred to in subclauses 17.7 and 17.8 of this clause shall be allowed to the employee free of charge. Where the hospital is unable to provide such meals, an allowance per meal of the sum set out in Item 13 of Table 2- Other Rates and Allowances, shall be paid to the employee concerned.
- 17.9 Where an employee is required to work an overtime shift on his or her rostered day off, the appropriate meal breaks for that shift, as prescribed by Clause 6, Hours of Work and Free Time of Employees shall apply.
- 17.10 If an employee is recalled to duty during a meal break, they shall be paid at overtime rates for the total period of the meal break.
- 17.11 An employee who works so much overtime:
- (a) between the termination of their ordinary work on any day or shift and the commencement of their ordinary work on the next day or shift that they have not had at least ten consecutive hours off duty between these times; or
 - (b) on a Saturday, a Sunday and a holiday, not being ordinary working days, or on a rostered day off without having had eight consecutive hours off duty in the twenty-four hours preceding their next day or shift; shall subject to this subclause, be released after completion of such overtime until they have had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence. If on the instruction of the employer such an employee resumes or continues to work without having such eight consecutive hours off duty they shall be paid at double time of the appropriate rate applicable on such day until they are released from duty for such period and they then shall be entitled to be absent until they have had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 17.12 Where the employer and the employee agree in lieu of receiving payment for overtime in accordance with this clause, employees may be compensated by way of time off in lieu of overtime on the following basis:
- (a) Time off in lieu of overtime must be taken within four months of it being accrued at ordinary rates.

(b) Where it is not possible for a nurse to take the time off in lieu of overtime within the four month period, it is to be paid out at the appropriate overtime rate based on the rates of pay applying at the time payment is made.

(c) Nurses cannot be compelled to take time in lieu of overtime.

(d) Records of all time off in lieu of overtime owing to nurses and taken by nurses must be maintained by the employer.

(18) Payment and Particulars of Salaries

18.1 Payment of Wages will be by electronic transfer into the employee's nominated financial institution account at the end of each weekly or fortnightly pay period. Wherever practicable such payment shall be available for withdrawal by employees on the designated pay day. Any other form of payment will be at the discretion of the employer by agreement with the employee.

18.2 Notwithstanding the provisions of subclause 18.1 of this clause, an employee who has given or has been given the required notice of termination of employment, in accordance with Clause 31, Termination of Employment of this Agreement, shall be paid all monies due to them prior to ceasing duty on the last day of employment. Where an employee is summarily dismissed or their services are terminated without due notice, any monies due to them shall be paid as soon as possible after such dismissal or termination but in any case not more than three days thereafter.

(19) Registration or Enrolment Pending

19.1 A student who has completed the course of training prescribed by the Board and applied for registration or enrolment shall, upon registration or enrolment, be paid as from the date of application for registration or enrolment the salary to which they would have been entitled if registered or enrolled.

19.2 A nurse or enrolled nurse who has trained outside New South Wales shall be paid as a registered nurse or enrolled nurse as and from the date they are notified that they are eligible for registration or enrolment as a registered nurse or enrolled nurse provided that they make application for registration within seven days after being so notified.

19.3 They shall notify the employer as soon as possible after they have so applied.

(20) Part-Time, Casual and Temporary Employees

PART I - Permanent Part-time Employees

20.1 (a) A permanent part-time employee is one who is permanently appointed by the hospital to work a specified number of hours which are less than those prescribed for a full-time employee.

(b) By agreement between employer and employee, the specified number of hours may be balanced over a week, a fortnight or four weeks. Provided that the average weekly hours shall be deemed to be the specified number of hours for the purposes of accrual of annual leave.

(c) An employee whose hours are averaged over 4 weeks shall be paid each week or fortnight according to the employee's average weekly or fortnightly hours as is appropriate.

(d) Provided further that there shall be no interruption to the continuity of employment merely by reason of an employee, whose hours are balanced over a fortnight or over four weeks, not working in any one week in accordance with paragraph (b).

20.2 Permanent part time employees shall be paid an hourly rate calculated on the basis of one thirty eighth of the appropriate rate prescribed by Clause 9, Salaries, of this Agreement and, where applicable, one thirty-eighth of the appropriate allowance or allowances prescribed by Clause 11, Special Allowances, of this Agreement, with a minimum payment of 4 hours for each start unless Special Allowances, of this Agreement, with a minimum payment of 4 hours for each start unless the employee agrees to 2 hours in the event of a call in, and one thirty-eighth of the appropriate allowances prescribed by Clause 15, Uniform and Laundry Allowances of this Agreement, but shall not be entitled to an additional day off or part thereof, as prescribed by subclauses 6.3 and 6.5 of Clause 6, Hours of Work and Free Time of Employees.

20.3 Four weeks Annual Leave on ordinary pay is to be granted per annum. The provisions of subclauses 21.5 to 21.14 of Clause 21, Annual Leave and Public Holidays, and Clause 21, Annual Leave Loading, of this Agreement shall apply to employees engaged under Part I of this clause. The remaining provisions of Clause 21, Annual Leave and Public Holidays shall not apply.

Where an employee has any period of permanent part-time employment during any 12 months qualifying period for annual leave, payment for such annual leave shall be calculated on the basis of the proportion that the average number of hours worked each week bears to 38 hours.

20.4 A public holiday occurring on a day on which the employee would normally be rostered to work shall be allowed to employees without loss of pay; provided that an employee who is required to and does work on a public holiday shall have one day or one half day, as appropriate, added to their period of annual leave and be paid at the rate of one half time extra to the time actually worked. Such payment is in lieu of any additional rate for shift work or weekend work which would otherwise be payable had the day not been a public holiday. In lieu of adding to annual leave under this paragraph an employee may elect to be paid for the time actually worked at the rate of time and one half in addition to their ordinary weekly rate.

Such election shall be made on the commencement of employment and then on the anniversary date each year. The employee may not alter such election during the year except with the agreement of the employer. Where payment is made in lieu of leave in respect of time worked on a public holiday, payment shall be made for a minimum of four hours work, and any balance of the day or shift not worked shall be paid at ordinary rates.

20.5 To the leave prescribed by subclause 20.4 of Part I of this clause there shall be added one working day for each public holiday or one half working day for each half public holiday which occurs on what would have been an ordinary working day during a period of annual leave.

20.6 In accordance with the Public Holidays Act 2010 for the purpose of Part I of this clause the following are to be public holidays, viz: New Year's Day, Australia Day,

Good Friday, Easter Saturday, Easter Sunday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas Day, Boxing Day and any other day duly proclaimed and observed as a public holiday within the area in which the hospital is situated.

- 20.7 In addition to those public holidays prescribed in subclause 20.6 of Part I of this clause, there shall be an extra public holiday each year. This additional day's holiday will occur on the August Bank Holiday or on a date agreed by the respective employees and if requested by the employee any nominated representative which may be a union representative. This additional day may be taken by agreement between Christmas and the 5th day of the new calendar year, provided that such day is placed between Monday to Friday (inclusive) which is not gazetted as a public holiday.
- 20.8 The foregoing does not apply in areas where, in each year:
- (a) a day in addition to the named public holidays specified in subclause 20.6 Part I of this clause is proclaimed and observed as a public holiday; or
 - (b) two half days in addition to the named public holidays specified in subclause 20.6 of Part I of this clause are proclaimed and observed as half public holidays.
- 20.9 In areas where in each year one half day in addition to the named public holidays specified in subclause 20.6 of Part I of this clause is proclaimed and observed as a half public holiday, for the purposes of this Agreement the whole day is to be regarded and observed as a public holiday, and no additional public holiday which would otherwise apply as a result of this subclause will be observed.
- 20.10 Employees engaged under Part I of this clause shall be entitled to all other benefits of this Agreement not otherwise expressly provided for herein in the same proportion as their ordinary hours of work bear to full-time hours.
- 20.11 Annual Review of Part Time Hours
- (a) Where the employee is regularly working more than their specified contract hours they may request that their contracted hours are reviewed by their Manager on an annual basis. The Manager will formally respond to the request by the employee stating the reasons if the request is not agreed to. The Manager will not unreasonably reject the request. The Manager will also take into account that the hours worked in the following circumstances will not be incorporated to any adjustment made:
 - (i) if the increase in hours is as a direct result of an employee being absent on leave, such as for example, annual leave, long service leave, maternity leave, workers compensation; and
 - (ii) if the increase in hours is due to a temporary increase in hours only due, for example, to the specific needs of a patient
 - (iii) Any adjusted contracted hours resulting from a review by the employer should however, be such as to readily reflect roster cycles and shift configurations utilised at the workplace.

Part II – Casual Employees

- 20.1 A casual employee is one engaged on an hourly basis otherwise than as a permanent part-time or full-time employee.

- 20.2 A casual employee shall be paid an hourly rate calculated on the basis of one thirty-eighth of the appropriate rate, prescribed by Clause 9, Salaries, of this Agreement and where applicable one thirty-eighth of the appropriate allowance or allowances prescribed by Clause 11, Special Allowances, of this Agreement plus a casual loading of 25%, with a minimum payment of 2 hours for each start, and one thirty-eighth of the appropriate allowances prescribed by Clause 15, Uniform and Laundry Allowances, of this Agreement.
- 20.3 With respect to a casual employee the provisions of Clause 8, Rosters; Clause 17, Overtime; Clause 21, Annual Leave and Public Holidays and Clause 13, Fares and Expenses of this Agreement, shall not apply. Further, casual employees shall not be entitled to an additional day off or part thereof as prescribed by subclauses 6.3 and 6.5 of Clause 6, Hours of Work and Free Time of Employees.
- 20.4 In accordance with the NES, casual employees have no entitlement to paid annual leave.
- 20.5 A casual employee who is required to and does work on a public holiday as defined in sub-clauses 21.3 and 21.4 of Clause 21, Annual Leave and Public Holidays, shall be paid for the time actually worked at the rate of double time and one-half such payment being in lieu of weekend or shift allowances which would otherwise be payable had the day not been a public holiday; provided that a casual employee shall not be entitled to be paid in addition the casual loading prescribed in subclause 20.2 of Part II in respect of such work.
- 20.6 For the entitlement to payment in respect of long service leave, see the Long Service Leave Act 1955.
- 20.7 Casual Conversion
- (a) A casual employee who has been rostered on a regular and systematic basis over a period of 26 weeks has the right to request conversion to permanent employment:
- (i) on a full-time contract where the employee has worked on a full-time basis throughout the period of casual employment; or
 - (ii) on a permanent part-time contract where the employee has worked on a permanent part-time basis throughout the period of casual employment. Such contract would be on the basis of the same number of hours as previously worked, unless other arrangements are agreed between the employer and the employee.
- (b) The employer may consent to or refuse the request, but shall not unreasonably withhold agreement to such a request.
- (c) Casual conversion will not apply where a casual has covered absences of permanent staff that are expected to return to work.

PART III- Temporary Employees

- 20.1 A temporary employee is one engaged for a set period not exceeding 13 weeks.
- 20.2 A temporary employee shall be paid, in addition to all rates and allowances to which the said employee is entitled under this Agreement, an allowance equal to 10

per centum of the rates prescribed for his or her classification by Clause 9, Salaries, of this Agreement, provided that this subclause shall cease to apply upon:

(a) The said period of engagement being extended after the said period of 13 weeks;

(b) The employer and the employee agreeing during the said period of 13 weeks, that the employee shall be employed on a permanent part-time or full-time basis.

20.3 For entitlement to payment in respect of annual leave, refer to Clause 21, Annual Leave and Public Holidays. For the purposes of this clause "transitional date" means the first pay period commencing on or after 1 March 1997.

(21) Annual Leave and Public Holidays

21.1 Annual leave will as per the National Employment Standards.

(a) Full Time employees required to work on a seven (7) day basis - six (6) weeks annual leave per annum.

(b) All other employees- four (4) weeks annual leave per annum.

21.2 (a) An employee to whom paragraph (a) of subclause 21.1 applies and who is required to and does work on a public holiday shall be paid, in addition to the appropriate ordinary weekly rate of pay, at the rate of one half time extra for the time actually worked on such holiday. Such payment shall be in lieu of any additional rate for shift work or weekend work which would otherwise be payable had the day not been a public holiday.

(b) To leave prescribed by paragraph (a) of subclause 21.1 there shall be added one working day or one half working day for each special public holiday or half public holiday (not being one of the named public holidays prescribed by subclause 21.3 of this clause, or a special day proclaimed in lieu of any of them) which may occur during the qualifying period for annual leave or during the period of annual leave.

(c) A public holiday occurring on a day that the employee would normally work shall be allowed to employees covered by paragraph (b) of subclause 21.1 on full pay; provided that an employee who is required to and does work on a public holiday shall have one day or one half day, as appropriate, added to their period of annual leave and be paid at the rate of one half time extra for the time actually worked. Such payment is in lieu of any additional rate for shift work or weekend work which would otherwise be payable had the day not been a public holiday. In lieu of adding to annual leave under this paragraph an employee may elect to be paid for the time actually worked at the rate of time and one half in addition to their ordinary weekly rate. Such election shall be made on the commencement of employment and then on the anniversary date each year.

The employee may not alter such election during the year except with the agreement of the employer. Where payment is made in lieu of leave in respect of the time worked on a public holiday payment shall be made for a minimum of four hours work, and any balance of the day or shift not worked shall be paid at ordinary rates.

(d) Where a public holiday falls on a rostered day off of a shift worker as defined in Clause 5, Definitions, of this Agreement, and who receives four (4) weeks annual

leave in accordance with paragraph (b) of subclause 21.1 of this clause, such shift worker shall be paid one day's pay in addition to the weekly rate or if the employee so elects shall have one day added to the period of annual leave.

(e) To the leave prescribed by paragraph (b) of subclause 21.1 there shall be added one working day for each public holiday or one half working day for each half public holiday which occurs on what would have been an ordinary working day during a period of annual leave; provided that in the case of a shift worker referred to in paragraph (d) of this subclause the provision of this paragraph shall apply to any public holidays falling during the period of annual leave.

21.3 In accordance with the Public Holidays Act 2010 for the purpose of this subclause the following are to be public holidays, viz: New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas Day, Boxing Day and any other day duly proclaimed and observed as a public holiday within the area in which the hospital is situated.

21.4 (a) In addition to those public holidays prescribed in subclause 21.3 of this clause, employees are entitled to an extra public holiday each year. Such public holiday will occur

- (i) on the August Bank Holiday; or
- (ii) on a date which is agreed upon by the employer and the respective employees and or their workplace representatives which may be the NSW MNA.
- (iii) as an additional public holiday between Christmas and the first week of the following calendar year; provided that such day is placed between Monday to Friday (inclusive) which is not gazetted as a public holiday.

The foregoing does not apply in areas where in each year:

- (i) a day in addition to the named public holidays specified in subclause (i) is proclaimed and observed as a public holiday; or
- (ii) two half days in addition to the named public holidays specified in subclause (i) are proclaimed and observed as half public holidays.

(b) In areas where in each year only one half day in addition to the named public holidays specified in subclause 21.3 is proclaimed and observed as a half public holiday for the purposes of this Agreement the whole day is to be regarded and observed as a public holiday and no additional public holiday which would otherwise apply as a result of this subclause will be observed.

21.5 (a) Taking of Annual Leave- An employee is entitled to take an amount of annual leave during a particular period if:

- (i) at least that amount of annual leave is credited to the employee; and
- (ii) the employer has authorised the employee to take the annual leave during that period.

(b) An employee will request annual leave, in writing, at least two (2) weeks prior to the date on which the leave would commence.

(c) Credit of time towards an allocated day off duty shall not accrue when an employee is absent in accordance with subclause 21.1 of this clause. Employees entitled to allocated days off duty in accordance with Clause 6, Hours of Work and Free Time of Employees, of this Agreement shall accrue credit towards an allocated day off duty in respect of each day those employees are absent on additional annual leave in accordance with subclauses 21.2(b) and subclause 21.2(c) of the Agreement.

21.6 Annual leave shall be taken in an amount and at a time which is approved by the employer subject to the operational requirements of the workplace. The employer shall not unreasonably withhold or revoke such approval.

21.7 **Extensive accumulated annual leave:** An employee must take an amount of annual leave during a particular period if:

(a) the employee is directed to do so by the employer. The employer shall give the employee at least one months notice. Provided that, where an employee makes a written request to take annual leave which has not been approved by the employer, that employee shall not be directed to take annual leave for a period of 12 months after that request;

(b) at the time that the direction is given, the employee has annual leave credited to him or her of more than 1/13 of the number of ordinary hours worked by the employee for the employer during the period of 104 weeks ending at the time that the direction is given; and

(c) the amount of annual leave that the employee is directed to take is less than, or equal to, ¼ of the amount of credited annual leave of the employee at the time that the direction is given.

21.8 (a) Each employee before going on leave shall be paid for the period of the leave at the ordinary rate of salary to which she or he is entitled under this Agreement. Where an employee has any period of permanent part-time employment during any 12 month qualifying period for annual leave, payment for such annual leave shall be calculated on the basis of the proportion that the average number of hours worked each week bears to 38 hours.

(b) An employee to whom paragraph (a) of subclause 21.1 applies shall be paid during the first twenty eight (28) consecutive days whilst on annual leave her or his ordinary rate of salary plus shift allowances and weekend penalties relating to ordinary time the employee would have worked if they had not been on annual leave; additional annual leave accrued under subclause 21.11 attracts shift allowances and weekend penalties relating to ordinary time the employee would have worked if they had not been on annual leave; provided that the provisions of the preceding paragraphs of this subclause shall not apply to public holidays which occur during a period of annual leave or days which have been added to annual leave in accordance with paragraph (b) of subclause 21.2 and subclause 21.4 of this clause.

21.9 Cashing out of Annual Leave

Annual leave credited to an employee may be cashed out, subject to the following conditions:

- (a) the employee must elect in writing to receive money in lieu of an amount of annual leave;
- (b) during each 12 month period, an employee is not entitled to receive money for an amount of annual leave that is equal to more than 1/26 of the ordinary hours worked by the employee during the period;
- (c) the employer has agreed to the employee cashing out the annual leave;
- (d) the payment in lieu of the amount of annual leave shall be at a rate that is no less than the employee's ordinary pay at the time of the election is made and
- (e) the employee will retain a balance of at least four (4) weeks annual leave.

21.10 Where the employment of an employee is terminated the employee shall be entitled to receive, in addition to all other amounts due, in respect of service of less than one year an amount equal to one-twelfth (6/46ths in respect of employees rostered to work on a seven (7) day basis) of her or his ordinary pay for that period of employment together with payment for any days added to annual leave in accordance with subclause 21.2 of this clause, and in calculating such payment no deduction is to be made for accommodation or board .

21.11 (a) In addition to leave prescribed by subclause 21.1 employees who work their ordinary hours on Sundays and/or Public Holidays are entitled to receive additional *annual leave as follows:*

Number of ordinary shifts worked on Sundays and/or Public Holidays during a qualifying period Additional Annual Leave of employment for annual leave purposes	Additional Annual Leave
4-10	1 Day
11 - 17	2 Days
18-24	3 Days
25-31	4 Days
32 or more	5 Days

Provided that an employee may elect to be paid when proceeding on annual leave an amount equivalent to the value of their additional leave entitlement in lieu of taking the annual leave. Such election is to be made in writing by the employee at the commencement of each year of employment and is irrevocable during the currency of that year of employment.

(b) On termination of employment employees are to be paid for any untaken annual leave due under this subclause together with payment for any leave in respect of an uncompleted year of employment calculated in accordance with this subclause

together with payment for any untaken annual leave due in accordance with subclause 21.10.

21.12 Annual Leave and Service

A period of paid annual leave does not break an employee's continuity of service and annual leave counts as service for all purposes.

21.13 Annual Closedown Provision

(a) The employer may temporarily close a part or the whole of the hospital not more than once every twelve months for a period not exceeding four weeks.

(b) Where practicable the employer will give at least three (3) months' notice, but in any event no less than two (2) months' notice of the dates of the closedown will be provided to employees. All prospective employees will be advised of any closedown in the letter offering them employment.

(c) An employee with an entitlement to annual leave and /or accumulated Additional Days Off (ADOs) sufficient to cover the closedown period will be required to access their accumulated annual leave and / or ADOs for the period of the closedown. The employee may choose the combination of annual leave and accrued ADOs that she or he will use to cover the closedown period.

(d) Where an employee has an entitlement to annual leave which is less than the period of the closedown, she or he will have to choose one of the following four options to cover the difference between their current annual leave entitlement and the length of the closedown:

- (i) access any accrued ADOs; or
- (ii) take annual leave or Long Service Leave accrued; or
- (iii) take leave without pay..

By mutual agreement between the employer and employee, more than one of the options available under this subclause (d) may be used to cover the difference between an employee's current annual leave entitlement and the length of the closedown.

(e) The employer will favourably consider requests for staff to accrue up to 12 ADOs for use during a closedown.

(f) Employees will continue to be able to access annual leave throughout the year. They will not be required to store their annual leave for use during a closedown.

(22) Annual Leave Loading

22.1 Before an employee is given and takes an annual holiday, or where by agreement between the employer and the employee the annual holiday is given and taken in more than one separate period, then before each of such separate periods the employer shall pay the employee a loading determined in accordance with this clause.

22.2 The loading is payable in addition to the pay for the period of holiday given and taken due to the employee under subclauses 21.1 (b) and 21.2(c) of Clause 21, Annual Leave and Public Holidays, of this Agreement, or in the case of part-time employees for the period of holiday given and taken and due to the employee.

- 22.3 The loading is to be calculated in relation to any period of annual holiday to which the employee becomes or has become entitled. The loading is the amount payable for the period or the separate periods, as the case may be, stated in subclause 22.3 of the rate per week of 17.5 % of the appropriate ordinary weekly time rate of pay prescribed by this Agreement for the classification in which the employee was employed immediately before commencing by the employee's annual holiday together with any allowances prescribed by subclause 11.3 of Clause 11, Special Allowances, of this Agreement.
- 22.4 No loading is payable to an employee who takes an annual holiday wholly or partly in advance; provided that, if the employment of such an employee continues until the day when the employee would have become entitled under the said Clause 21, Annual Leave and Public Holidays to an annual holiday, the loading then becomes payable in respect of the period of such holiday and is to be calculated in accordance with subclause 22.4 of this clause applying the Agreement rates and wages payable on that day. This subclause applies where an annual holiday has been taken wholly or partly in advance.
- 22.5 No loading is payable on the additional annual leave as set out in Clause 21.11 of this agreement
- 22.6 When the employment of an employee is terminated by their employer, and at the time of termination the employee has not been given and has not taken the whole of an annual holiday the employee shall be paid a loading calculated in accordance with subclause 22.4 of the period not taken.
- 22.7 This clause extends to an employee who is given and takes an annual holiday and who would have worked as a shift worker if the employee had not been on holidays; provided that, if the amount to which the employee would have been entitled by way of shift work allowances and weekend penalty rates to the ordinary time (not including time on a public or special holiday) which the employee would have worked during the period of the holiday exceeds the loading calculated in accordance with this clause, then that amount shall be paid to the employee in lieu of the loading.

(23) Long Service Leave

- 23.1 For long service leave falling due prior to 20th February 1981, see Long Service Leave Act 1955.
- 23.2 This clause provides long service leave more beneficial than the provisions of the Long Service Leave Act 1955. Where the provisions of this clause are more beneficial these provisions shall apply. Where this clause is silent the provisions of the Long Service Leave Act 1955 shall apply. For long service leave falling due after 20th February 1981 the following provisions shall apply:
- (a) (1) Every employee after ten years' continuous service with the same employer shall be entitled to two months' long service leave on full pay; after fifteen years' continuous service to an additional one month's long service leave on full pay; and for each five years' continuous service thereafter to an additional one and one half months' long service leave on full pay. Such leave shall be taken at a time to be mutually arranged between the employer and the employee.

(2) An employee with at least 7 years' service is entitled to a proportionate amount of such leave on full pay calculated on the basis of 2 months' long service leave for 10 years' service.

(3) Where the service of an employee with at least five years' service is terminated, the employee shall be entitled for five years' service to one month's long service leave on full pay and for service after 5 years to a proportionate amount of such leave on full pay calculated on the basis of 2 months' long service leave for 10 years' service.

(b) Where an employee has acquired a right to long service leave under subclause (a) of this clause, then and in every such case:

- (1) If before such leave has been entered upon the employment of such employee has been terminated such employee shall be entitled to receive the monetary value of the leave to which such employee has been entitled computed at the rate of salary which such employee had been receiving immediately prior to the termination of employment.
- (2) If such employee dies before entering upon such long service leave, or if after having entered upon the same dies before its termination, any accrued long service leave will be paid out in accordance with Section 4 (Long Service Leave) subsection (5)(b) of the Long Service Leave Act 1955 (NSW). This provision provides that:

Where a worker dies and any long service leave:

- (a) to which the worker was entitled has not been taken; or
- (b) accrued upon termination of the services of the worker by reason of the worker's death and has not been taken, the employer shall upon request by the worker's personal representative pay to the worker's personal representative in full the ordinary pay that would have been payable to the worker in respect of long service leave less any amount already paid to the worker in respect of that leave.

(c) For the purpose of this clause:

- (1) Continuous service in the same hospital prior to the coming into force of this Agreement shall be taken into account.
- (2) One month equals four and one-third weeks.
- (3) Continuous service shall be deemed not to have been broken by:
 - (i) any period of absence on leave without pay not exceeding six months;
 - (ii) absence of an employee from the hospital whilst a member of the Defence Forces of the Commonwealth in time of war.
- (c) Where any employee has been granted a period of long service leave prior to the coming into force of this award the amount of such leave shall be debited against the amount of leave due under this agreement.
- (d) Any period(s) of part-time employment with the same employer shall count towards long service leave as provided for in paragraph 2(a) of this clause. Such

long service leave shall be paid for on the basis of the proportion that the average number of hours worked per week bears to 38 hours.

- (e) Where an employee has accrued a right to an allocated day off duty on pay prior to entering a period of long service leave such day shall be taken on the next working day immediately following the period of long service leave.

An employee returning to duty from long service leave shall be given the next allocated day off duty in sequence irrespective of whether sufficient credits have been accumulated or not.

(24) Compassionate Leave

24.1 Entitlement to compassionate leave

An employee is entitled to 2 days of compassionate leave for each occasion (a permissible occasion) when a member of the employee's immediate family, or a member of the employee's household:

- (a) contracts or develops a personal illness that poses a serious threat to his or her life; or
- (b) sustains a personal injury that poses a serious threat to his or her life; or
- (c) dies.

Where the employee is involved in funeral arrangements, travelling etc., leave may be allowed for up to 3 days for each permissible occasion.

24.2 For the purposes of this clause, immediate family means:

- (a) a spouse, de facto partner either of the same or opposite sex, child, parent, grandparent, grandchild or sibling of the employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

24.3 Taking compassionate leave

(1) An employee may take compassionate leave for a particular permissible occasion if the leave is taken:

- (a) to spend time with the member of the employee's immediate family or household who has contracted or developed the personal illness, or sustained the personal injury, referred to in subclause 24.1; or
- (b) after the death of the member of the employee's immediate family or household referred to in subclause 24.1.

(2) An employee may take compassionate leave for a particular permissible occasion as:

- (a) a single continuous period; or
- (b) separate periods of 1 day each; or
- (c) any separate periods to which the employee and his or her employer agree.

(3) If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the employee may take the compassionate leave for that occasion at any time while the illness or injury persists.

24.4 Payment for compassionate leave (other than for casual employees)

If an employee, other than a casual employee, takes a period of compassionate leave, the employer must pay the employee at the employee's base rate of pay for the employee's ordinary hours of work in the period. For casual employees, compassionate leave is unpaid leave.

24.5 Other Circumstances

The above principles are not intended to codify completely purposes for which compassionate leave with pay may be allowed. The element of unforeseen emergency could be present in other situations, eg. floods and bushfires, which clearly prevent attendance for duty.

In view of the purpose for which compassionate leave is intended, it is not possible to prescribe a precise limitation of the amount of leave to be granted in a given period. It is suggested, however, that only under the most exceptional circumstances should leave exceeding a total of three days be granted to an employee in any year other than in accordance with subclause 24.1.

Where an employee is forced to absent themselves other than in accordance with subclause 24.1 or in circumstances that do not reasonably constitute an unforeseen emergency, the employee can cover such an absence by applying for leave with or without pay or, if the employee so desires, taking annual leave.

(25) Personal/Carer's Leave

25 .1 The NES

(a) Employees are entitled to personal leave in accordance with the provisions of the NES.

(b) Casual employees have no entitlement to paid personal/carers leave, but do have an entitlement to unpaid carer's leave.

25.2 Meaning of Personal/Carer's Leave

Personal/carers leave is either:

(a) paid leave (sick leave) taken by an employee because of a personal illness, or injury, of the employee; or

(b) paid or unpaid leave (carer's leave) taken by an employee to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:

(i) a personal illness, or injury, of the member; or

(ii) an unexpected emergency affecting the member.

(c) immediate family or member of the employees household is defined as:

(i) a spouse of the employee; or

(ii) a de facto spouse, who, in relation to a person, is a person of the same or opposite sex to the first mentioned person who lives with the first mentioned person on a bona fide domestic basis although not legally married to that person; or

(iii) a child or an adult child (including an adopted child, a step child, a foster child or an exnuptial child), parent (including a foster parent

- and legal guardian), grandparent, grandchild or sibling of the employee or spouse or de facto spouse of the employee; or
- (iv) a relative of the employee who is a member of the same household, where for the purposes of this paragraph:
- (1) "relative" means a person related by blood, marriage or affinity;
 - (2) "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - (3) "household" means a family group living in the same domestic dwelling.

25.3 Accrual of Paid Personal/Carer's Leave

- (a) Paid personal/carers leave shall accrue on a pro-rata basis.
- (b) Paid personal/carers leave is cumulative.
- (c) No payment will be made in lieu of accumulated personal/carers leave.
- (d) Casual employees have no entitlement to paid personal/carers leave.

25.4 Payment of Paid Personal/Carer's Leave

If an employee takes paid personal/carers leave during a period, the personal/carers leave shall be paid at the employee's ordinary pay immediately before the period begins.

25.5 Unpaid Carer's Leave

(a) An employee is entitled to a period of up to 2 days unpaid carers leave for each occasion when a member of the employee's immediate family, or a member of the employee's household, requires care or support during such a period because of:

- (i) a personal illness, or injury, of the member; or
- (ii) an unexpected emergency affecting the member.

(b) This entitlement extends to casual employees and the employer agrees not to fail to reengage a casual employee because the employee accessed the entitlements provided for in this sub-clause. The rights of the employer to engage or not to engage a casual employee are otherwise not affected.

(c) An employee is entitled to unpaid carers leave for a particular occasion only if the employee cannot take an amount of paid personal/carers leave.

25.6 Taking of Paid Sick Leave

(a) An employee is entitled to use their paid personal/carers leave entitlement as paid sick leave in accordance with the NES.

(b) Sick Leave- Notice: To be entitled to sick leave during a period, an employee must give the employer notice as soon as reasonably practicable (which may be at a time before or after the sick leave has started) that the employee is (or will be) absent from his or her employment during the period because of a personal illness, or injury, of the employee. This requirement does not apply to an employee who could not comply with it because of circumstances beyond the employee's control.

(c) **Sick Leave- Documentary Evidence:** If the employer requires an employee to give the employer documentary evidence in relation to a period of sick leave taken (or to be taken) by the employee:

- (i) To be entitled to sick leave during the period, the employee must give the employer as soon as reasonably practicable (which may be at a time before or after the sick leave has started):
 - A) if it is reasonably practicable to do so - a medical certificate from a registered health practitioner;
 - B) if it is not reasonably practicable for the employee to give the employer a medical certificate - a statutory declaration made by the employee; and
- (ii) The document must include a statement to the effect that:
 - A) if the document is a medical certificate - in the registered health practitioner's opinion, the employee was, is, or will be unfit for work during the period because of a personal illness or injury; or
 - B) if the document is a statutory declaration - the employee was, is, or will be unfit for work during the period because of a personal illness or injury. This requirement does not apply to an employee who could not comply with it because of circumstances beyond the employee's control.

25.7 Taking of Carer's Leave

(a) An employee is entitled to use their paid personal/carer's leave entitlement as paid carer's leave in accordance with the NES.

(b) An employee who is entitled to a period of unpaid carer's leave is entitled to take the unpaid carer's leave as:

- (i) a single, unbroken period of up to 2 days; or
- (ii) any separate periods to which the employee and the employer agree.

(c) **Carer's Leave- Notice:** To be entitled to carer's leave during a period, an employee must give the employer notice as soon as reasonably practicable (which may be at a time before or after the carer's leave has started) that the employee requires (or required) leave during the period to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires (or required) care or support because of:

- (i) a personal illness, or injury, of the member; or
- (ii) an unexpected emergency affecting the member.

This requirement does not apply to an employee who could not comply with it because of circumstances beyond the employee's control.

(d) **Carer's Leave- Documentary Evidence:** If the employer requires an employee to give the employer documentary evidence in relation to a period of carer's leave taken (or to be taken) by the employee:

- (i) To be entitled to carer's leave during the period, the employee must give the employer as soon as reasonably practicable (which may be at a time before or after the carer's leave has started):

(ii)

(A) if the care or support is required because of a personal illness, or injury, of the member- a medical certificate from a registered health practitioner or a statutory declaration made by the employee;

(B) if the care or support is required because of an unexpected emergency affecting the member - a statutory declaration made by the employee; and (iii) The document must include a statement to the effect that:

(A) if the document is a medical certificate - in the registered health practitioner's opinion, the member had, has or will have a personal illness or injury during the period; or

(B) if the document is a statutory declaration -the employee requires (or required) leave during the period to provide care or support to the member because the member requires (or required) care or support during the period because of:

(1) a personal illness, or injury, of the member; or

(2) an unexpected emergency affecting the member.

This requirement does not apply to an employee who could not comply with it because of circumstances beyond the employee's control.

25.8 Time Off in Lieu of Payment for Overtime for Personal Carer's Leave

(a) For the purpose only of providing care and support for a person in accordance with subclause (i) of this clause, and despite the provisions of Clause 17, Overtime, the following provisions shall apply.

(b) An employee may elect, with the consent of the employer, to take time off in lieu of payment for overtime at a time or times agreed with the employer within 12 months of the said election.

(c) Overtime taken as time off during ordinary time hours shall be taken at the ordinary time rate that is an hour for each hour worked.

(d) If, having elected to take time as leave in accordance with paragraph (a) of this subclause, the leave is not taken for whatever reason payment for time accrued at overtime rates shall be made at the expiry of the 12-month period or on termination.

(e) Where no election is made in accordance with the said paragraph (a), the employee shall be paid overtime rates in accordance with the Agreement.

25.9 Make-up time

(a) An employee may elect, with the consent of their employer, to work "make-up time", under which the employee takes time off ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in the Agreement at the ordinary rate of pay.

(b) An employee on shift work may elect, with the consent of the employer, to work "make-up time" (under which the employee takes time off ordinary hours and works those hours at a later time), at the shift work rate which would have been applicable to the hours taken off.

25.10 Personal / Carers Leave and Rostered Days Off

(a) An employee may elect, with the consent of the employer, to take a rostered day off at any time.

(b) An employee may elect, with the consent of the employer, to take rostered days off in part day amounts.

(c) An employee may elect, with the consent of the employer, to accrue some or all rostered days off for the purpose of creating a bank to be drawn upon at a time mutually agreed between the employer and employee, or subject to reasonable notice by the employee or the employer.

(d) This subclause is subject to the employer informing the affected employees and their workplace representatives of its intention to introduce an enterprise system of RDO flexibility, and providing a reasonable opportunity for the affected employees and their workplace representatives to participate in negotiations.

25.11 Personal/Carer's Leave and Service

(a) A period of paid personal/carers leave does not break an employee's continuity of service and paid personal/carers leave counts as service for all purposes.

(b) A period of unpaid personal/carers leave does not break an employee's continuity of service, however a period of unpaid personal/carers leave does not count as service.

(26) Staff Amenities

The employer shall provide for the use of employees:

26.1 A suitable changing room and adequate washing and toilet facilities;

26.2 A locker fitted with lock and key or other suitable place for the safe keeping of clothing and personal effects of such employee;

26.3 An employer shall provide for an employee morning and afternoon tea, supper and early morning tea (which shall include tea or coffee together with milk and sugar) when the employee is on duty, at times appropriate for the partaking thereof, and shall provide also for such an employee, who requires them, meals of a reasonable standard, which fall due during the duty period, and for such meals so provided may make a charge, provided that the charge for breakfast shall be the sum set out in Item 16 of Table 2- Other Rates and Allowances and the sum set out in Item 17 of Table 2 for other meals.

(27) Escort Duty

27.1 Periods during which an employee, other than Director of Nursing, is engaged in nursing duties, viz, in attendance on a patient, shall be paid as working time under this Agreement. Where applicable, overtime shall be payable.

27.2 All reasonable out-of-pocket expenses shall be reimbursed.

27.3 Rostered time shall be paid as such even though an employee may be travelling, in hotel/motel accommodation, or waiting for transport.

27.4 In respect of non-rostered time not spent in nursing duties:

(a) Periods in hotel/motel accommodation or waiting for transport shall not be counted as working time;

(b) Periods in travelling shall count as working time.

(28) Medical Examination of Nurses

28.1 Medical examination of employees will be in accordance with Hospital policy as varied from time to time. Requirements for vaccination of nurses will be in accordance with Department of Health policy directive NSW PD2011_2005 (Occupational Assessment, Screening and Vaccination against the specified infectious diseases).

28.2 The costs involved in these screening and protection procedures shall be borne by the employer.

(29) Domestic Work

29.1 Except as hereinafter provided, nurses, enrolled nurses and assistants-in-nursing shall not be required to perform, as a matter of routine, the following duties, viz: washing, sweeping, polishing and/or dusting of floors, walls or windows of wards, corridors, annexes, bathrooms or verandas, nor any duties which are generally performed by classifications other than nursing staff: but this provision shall not preclude the employment of nurses, enrolled nurses and assistants-in-nursing on any of such duties in an isolation block or where the performance of those duties involves disinfection.

29.2 Nothing in subclause 29.1 of this clause shall preclude an enrolled nurse or an assistant-in-nursing from being required to perform all or any of the specified duties during the first thirteen weeks of training or experience, as the case may be.

29.3 Nothing in subclause 29.1 of this clause shall preclude any employee from being required to perform all or any of the specified duties at any time when domestic staff is not available to perform them; provided that the employer has made all reasonable efforts to obtain domestic staff.

(30) Labour Flexibility

30.1 An employer may direct an employee to carry out duties as are within the limits of the employee's skill, competence and training. Such duties may include work which is incidental or peripheral to the employee's main tasks provided that such duties are not designed to promote deskilling nor are inconsistent with Clause 29, Domestic Work.

30.2 Any employer may direct an employee to carry out duties and use such equipment as may be required provided that the employee has been properly trained or has otherwise acquired the necessary skills in the use of such equipment. Any such direction issued by the employer shall be consistent with the employer's responsibility to provide a safe and healthy working environment for employees and the employer's duty of care to patients.

(31) Termination of Employment

31.1 Employment, other than of a casual, will be terminated only by appropriate notice on either side or by the payment by the employer or forfeiture by the employee of wages in lieu of notice. Provided that employment may be terminated by part of the period of notice specified, and part payment or forfeiture, in lieu of the period of notice specified.

31.2 Notice of termination by the employer:

(a)	(i) Period of Continuous Service	Minimum Period of Notice
	1 year or less	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

(ii) A Director of Nursing shall be entitled to four weeks notice.

(b) Employees (other than casuals) aged 45 years or older will be entitled to an additional one week's notice if the employee has completed at least two years continuous service for the employer.

(a) Casuals are to be given notice to the end of the current shift worked.

31.3 Notice by employee -

(a) Subject to sub-clauses 31.3 (b), (c) employees shall give the employer one week's notice for up to 1 year service and thereafter two weeks notice of termination in writing.

(b) A Director of Nursing shall give four (4) weeks notice of termination in writing.

(c) Casuals shall only be required to give notice to the end of the current shift worked.

31.4 Upon the termination of the services of an employee, the employer shall furnish the employee with a written statement, surely signed by or on behalf of the employer, setting out the period of the employment and the capacity in which the employee was employed.

31.5 Employees who have accrued additional days off duty pursuant to subclause 6.7 of Clause 6, Hours of Work and Free Time of Employees, shall be paid for such accrued time at ordinary rate of pay upon termination.

(32) Transfer of Business

Where there is a Transfer of Business, the provisions in the Fair Work Act will apply.

(33) Attendance at Meetings and Fire Drills

33.1 Any employee required to work outside the ordinary hours of work in satisfaction of the requirements for compulsory fire safety practices (fire drill and evacuation procedures) contained from time to time within the Private Health Facilities Act 2007, and the regulations made there under, shall be entitled to be paid the "ordinary rate" for the actual time spent in attendance at such practices. In lieu of receiving payment, employees may with the agreement of the employer be permitted to be free from duty for a period of time equivalent to the period spent in attendance at such meetings. Such time spent in attendance shall not be viewed as overtime for the purposes of this Agreement.

33.2 Any employee required to attend Work Health and Safety Committee and/or Board of Management meetings in the capacity of employee representative shall, if such meetings are held outside the ordinary hours of work, be entitled to receive payment at the "ordinary rate" for the actual time spent in attendance at such meetings. In lieu of receiving payment, employees may with the agreement of the employer be permitted to be free from duty for a period of time equivalent to the period spent in attendance at such meetings. Such time spent in attendance shall not be viewed as overtime for the purposes of this Agreement.

33.3 For the purposes of this clause "ordinary rate" shall include amounts payable under Clause 9, Salaries, and Clause 11, Special Allowances, subclauses 11.1 and 11.2, of this Agreement; plus, where appropriate, the casual loading prescribed in Clause 20, Part-time, Casual and Temporary Employees of this Agreement for employees engaged otherwise than as a full-time or permanent part-time employee.

(34) Resolution of Disputes

34.1 In the event of a dispute in relation to a matter arising under this agreement or the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.

34.2 The parties agree that disputes in relation to requests for reasonable working arrangements and extending a period of unpaid parental leave may be dealt with under the terms of this clause.

34.3 An employer or employee may appoint another person or the Union to accompany and/or represent them for the purposes of this clause.

34.4 If a dispute is unable to be resolved at the workplace, and all appropriate steps under clause 34.1 have been taken, a party to the dispute may refer the dispute to Fair Work Commission. This is not intended to prevent a party referring the dispute to another statutory tribunal if that is more appropriate.

34.5 Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.

34.6 The parties agree the Fair Work Commission shall have the power to do all such things as are necessary for the just resolution of the dispute including mediation, conciliation and arbitration.

34.7 Fair Work Commission shall be provided access to the workplace to inspect or view any work, material, machinery, appliance, article, document or other thing or interview any employee who is usually engaged in work at the workplace.

34.8 The parties agree the Fair Work Commission may give all such directions and do all such things as are necessary for the just resolution, remedy and determination of the dispute.

34.9 Subject to any review of a decision of the Fair Work Commission or direction relating to the dispute, the decision or direction shall be accepted by all affected parties as a settlement of the dispute and shall be implemented by them.

34.10 The parties agree to confer immunity on Fair Work Commission for all matters relating to the dispute resolution between the parties.

34.11 While the dispute resolution procedure is being conducted, the status quo must remain and work must continue in accordance with this agreement and the Act. Subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

(35) Parental Leave

35.1 Parental Leave entitlements are governed by the NES.

35.2 Requests for flexible working arrangements an employee who is a parent, or has responsibility for the care, of a child may request the employer for a change in working arrangements to assist the employee to care for the child if the child is under school age; or is under 18 and has a disability. See the NES for more detail.

35.3 Paid Parental Leave In addition to the NES and Government Scheme, permanent employees with a minimum 12 months continuous service, and who are the primary care giver, will be entitled to 9 weeks paid parental leave paid as follows:

- (i) an employee will be entitled to 9 weeks paid parental leave entitlement upon commencement of parental leave

(36) Superannuation

36.1 Superannuation Legislation The subject of superannuation is dealt with extensively by federal legislation including the Superannuation Guarantee (Administration) Act 1992, The Superannuation Guarantee Charge Act 1992, the Superannuation Industry (Supervision) Act 1993, the Superannuation (Resolution of Complaints) Act 1993 and the Superannuation Guarantee (Administration) Amendment Act 2012. This legislation, as varied from time to time, shall govern the superannuation rights and obligations of the parties.

36.1 Definitions

(a) " An 'approved fund' means:

- the Health Employees' Superannuation Trust Australia (H.E.S.T.A.);
- the First State Super;
- any agreed complying superannuation fund; nominated by the employee;
- any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector scheme.

(b) "Ordinary-time earnings" means remuneration for an employee's weekly number of hours of work, excluding overtime hours, calculated at the ordinary-time rate of pay, including the following:

- (i) Monday to Friday shift premiums for ordinary hours of work;
- (ii) Weekend shift premiums for ordinary hours of work;
- (iii) Public holiday loadings;
- (iv) Any percentage addition payable to casual employees for ordinary hours or work;
- (v) Ordinary time allowances (not including expense related allowances);
- (vi) Payments made above the base rate for ordinary hours of work.

(c) "Qualified employee" means:

- (i) a full-time or part-time employee who has completed at least four weeks service in the industry of nursing. Provided that once this period has elapsed, payments shall be made for the entire period of service with the employer;
- (ii) a casual employee who has earned in excess of \$2,000.00 ordinary-time earnings during their employment with an employer in the course of any one year (1 July to 30 June). Provided further

that any casual employee who is deemed to be a qualified employee prior to 8 July 1997 will continue to be qualified.

36.2 Contributions

a) For qualified employees the employer shall, in respect of each employee, pay a sum equal to the Superannuation Guarantee legislation, as amended from time to time, of the employee's gross ordinary time earnings into a complying fund. Such contributions shall be remitted to the complying fund on a monthly basis. With respect to casual employees, contributions shall be remitted at the time that employees receive their annual group certificates.

(b) An employee may nominate one complying fund to which all Agreement and statutory superannuation contributions shall be paid, subject to employer approval of the fund nominated by the employee. Provided that the employer shall not unreasonably withhold agreement unless it establishes good and proper reasons for the withholding of the agreement.

(c) Where no such nomination is made before any such contributions become payable, the contributions referred to in this clauses will be paid to the default fund for that place of employment.

36.3 Salary Sacrifice to Superannuation

(a) Salary Sacrifice to Superannuation means the option of making additional superannuation contributions by electing to sacrifice a portion of the gross earnings (pre-tax dollars) under the parent awards. This will give the effect of reducing the taxable income by the amount for salary sacrifice.

(b) Salary sacrifice to superannuation shall be offered to employees by mutual agreement between the employee and employer.

(c) Such election must be made prior to the commencement of the period of service to which the earnings relate.

(d) One change of a sacrificed amount will be permitted in an employee's anniversary year, which is 12 months from the date of commencement of employment, without incurring an administration charge (\$50). Changing from full-time to part-time or part-time to full-time employment will not be classified as a change for administration charge purposes.

(e) The amount sacrificed must not exceed any relevant superannuation guarantee contribution limit.

(f) The sacrificed portion of salary reduces the salary subject to PAYG Taxation deductions.

(g) Any allowance, penalty rate, overtime payment for unused leave entitlements, other than any payments for leave taken whilst employed, shall be calculated be reference to the salary which would have applied to the employee in the absence of any salary sacrifice to superannuation. Payment for leave taken whilst employed will be at the post salary sacrificed amount.

(h) Salary sacrifice arrangements can be cancelled by either the employer or employee at any time provided either party gives one months notice. The employer

has the right to withdraw from offering salary sacrifice to employees without notice if there is any alteration to relevant Australian Taxation legislation.

(i) Contributions payable by the employer in relation to the Superannuation Guarantee Legislation shall be calculated by reference to the salary which would have applied to the employee under this Agreement in the absence of any salary sacrifice.

(j) Employers will not use any amount that is salary sacrificed by an employee to negate contributions payable under the Superannuation Guarantee Legislation.

(k) The employee shall have the portion of payable salary that is sacrificed paid as additional employer superannuation contributions into the same superannuation fund that receives the employer's SGC contributions.

(l) Nothing in this clause shall affect the right of an employer to maintain alternate arrangements with respect to salary sacrifice for employees.

36.4 Remuneration Packaging

Where agreed between the employer and an employee, the employer may introduce remuneration packaging. The terms and conditions of such a package may make provision for a salary greater than that contained in the salary band. The package overall shall not be less favourable than the entitlements otherwise available under this Agreement on a global or overall basis and shall be subject to the following provisions:

- (a) the employer shall ensure that the structure of any package complies with taxation and other relevant laws;
- (b) the employer shall confirm in writing to the employee the classification level and the current salary payable as applicable to the employee under this Agreement;
- (c) the employer shall advise the employee in writing of his or her right to choose payment of that salary referred to in sub-clause (b) above instead of a remuneration package;
- (d) the employer shall advise the employee, in writing, that all Agreement conditions, other than the salary and those conditions as agreed in sub-clause (e) below shall continue to apply;
- (e) when determining the remuneration package, the non-salary fringe benefit shall be in accordance with relevant Australian Taxation Office legislation;
- (f) a copy of the agreement shall be made available to the employee;
- (g) the employee shall be entitled to inspect details of the payments made under the terms of this agreement;
- (h) the configuration of the remuneration package shall remain in force for the period agreed between the employee and the employer;
- (i) where at the end of the agreed period the full amount allocated to a specific benefit has not been utilised, by agreement between the employer and the employee, an unused amount may be carried forward to the next period, or paid as salary which will be subject to usual taxation requirements;
- (j) remuneration packaging is only offered on the strict understanding and agreement that in the event existing taxation law is changed regarding Fringe

Benefit Tax or personal tax arrangements, and that change may impact on this agreement, all salary packaging arrangements may at the discretion of the employer be terminated. Upon termination in these circumstances the employee's rate of pay will revert to the rate of pay that applied immediately prior to a salary packaging agreement made pursuant to this clause, or the appropriate Agreement rate of pay whichever is greater;

- (k) where changes are proposed to salary packaging arrangements other than to flow on wage increases, or salary packaging arrangements are to be cancelled for reasons other than legislative requirements, then the employer and/or the employee must give three months' notice of the proposed change;
- (l) in the event that an employee ceases to be employed by the employer this agreement will cease to apply as at the date of termination and all leave entitlements due on termination shall be paid at the rates in accordance with sub-clause (b) above. Any outstanding benefit shall be paid on or before the date of termination; and
- (m) any pay increases granted to employees under this Agreement shall also apply to employees subject to remuneration packaging arrangements within this clause.

(37) Consultation regarding major work place change

37.1 Employer to Notify

- (a) Where an employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any, which may be the union.
- (b) Significant effects include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this Agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

37.2 Employer to discuss change

- (a) The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 37.1, the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (b) The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 37.1.
- (c) For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, which may be the union, 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 no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

37.3. Consultation regarding changes to regular rosters or ordinary hours of work

- (a) Where the employer proposes to change an employee's regular roster or ordinary hours of work, the employer must:
- (i) provide information about the change to the employee or employees affected; and
 - (ii) invite the employee or employees affected to give their views about the impact of the change, including any impact in relation to their family or caring responsibilities; and
 - (iii) consider any views given by employees about the impact of the change.
- (b) An employer or employee may appoint a representative for the purposes of this clause.
- (i) The identity of the representative must be advised to the other party.
- (c) The obligations under sub-clause (a) shall be read in conjunction with the other agreement provisions concerning the scheduling of work and notice requirement, including but not limited to Clause 6 - Hours and Clause 8 - Rosters.
- (d) This clause is to be read in conjunction with other provisions in this Agreement concerning the scheduling of work and notice requirements.
- (e) The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.

(38) Redundancy

38 .1 Redundancy

(a) Discussions before Termination

(i) Where the employer has made a decision that they no longer wish the job an employee has been doing to be done by anyone and pursuant to subparagraph (i) of paragraph (a) of subclause (i) of this clause, and that decisions may lead to the termination of employment, the employer shall hold discussions with the employees directly affected and their workplace representatives.

(ii) The discussions shall take place as soon as practicable after the employer has made a definite decision which will invoke the provisions of subclause 38.1(a) (i) of this clause and shall cover, any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any termination on the employees concerned.

(iii) For the purpose of the discussion the employer shall, as soon as practicable, provide to the employees concerned and if requested by the employee, any nominated employee representative which may be a union representative, all relevant information about the proposed terminations

including the reasons for the proposed terminations, the number and categories of employees likely to be affected, and the number of employees normally employed and the period over which the terminations are likely to be carried out. Provided that any employer shall not be required to disclose confidential information the disclosure of which would adversely affect the employer.

38.2 Termination of Employment

(a) Notice for Changes in Production, Programme, Organisation or Structure.

This sub-clause sets out the notice provisions to be applied to terminations by the employer for reasons arising from production, programme, organisation or structure in accordance with subparagraph (1) of paragraph (a) of subclause (i) Introduction of Change:

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

Period of Continuous Service	Minimum Period of Notice
1 year or less	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

(ii) In addition to the notice above, employees over 45 years of age at the time of the giving of the notice, with not less than two years continuous service, shall be entitled to an additional week's notice.

(iii) Payment in lieu of the notice above shall be made if the appropriate notice period is not given. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

(b) Notice for Technological Change.

This subclause sets out the notice provisions to be applied to terminations by the employer for reasons arising from "technology" in accordance subparagraph (1) of paragraph (a) of subclause (i) Introduction of Change:

(i) In order to terminate the employment of an employee the employer shall give to the employee three months notice of termination.

(ii) Payment in lieu of the notice above shall be made if the appropriate notice period is not given. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

(iii) The period of notice required by this subclause to be given shall be deemed to be service with the employer for the purposes of the Long Service Leave Act 1955, or any Act amending or replacing the Act and Clause 21, Annual Leave and Public Holidays.

(c) Time Off During the Notice Period –

- (i) During the period of notice of termination given by the employer, an employee shall be allowed up to one day's time off without loss of pay during each week of notice, to a maximum of five weeks, for the purpose of seeking other employment.
 - (ii) 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.
- (d) **Employee Leaving During the Notice Period**

If the employment of an employee is terminated (other than for misconduct) before the notice period expires, the employee shall be entitled to the same benefits and payments under this clause had the employee remained with the employer until the expiry of such notice. Provided that in such circumstance the employee shall not be entitled to payment in lieu of notice.
- (e) **Statement of Employment**

The employer shall, upon receipt of a request from an employee whose employment has been terminated, provide to the employee a written statement specifying the period of the employee's employment and the classification of or the type of work performed by the employee.
- (f) **Notice to Centrelink**

Where a decision has been made to terminate the employment of employees, the employer shall notify Centrelink thereof as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.
- (g) **Centrelink Employment Separation Certificate**

The employer shall, upon receipt of a request from an employee whose employment has been terminated, provide to the employee an "Employment Separation Certificate" in the form required by Centrelink.
- (h) **Transfer to Lower Paid Duties**

Where an employee is transferred to lower paid duties, for reasons set out in subparagraph (i) of paragraph (a) of subclause (ii) Redundancy- Discussions before termination 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, and the employer may at the employer's option make payment in lieu thereof of an amount equal to the difference between the former ordinary-time rate of pay and the new ordinary-time rate for the number of weeks notice still owing.

38.3 Severance Pay

- (a) Where the employment of an employee is to be terminated, the employer shall pay the following severance pay in respect of a continuous period of service.

(i) If an employee is under 45 years of age, the employer shall pay in accordance with the following scale:

Years of Service	Entitlement
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	7 weeks
3 years and less than 4 years	10 weeks
4 years and less than 5 years	12 weeks
5 years and less than 6 years	14 weeks
6 years and over	16 weeks

(ii) Where an employee is 45 years of age or over, the entitlement shall be in accordance with the following scale:

Years of Service	Entitlement
Less than 1 year	Nil
1 year and less than 2 years	5 weeks
2 years and less than 3 years	8.75 weeks
3 years and less than 4 years	12.5 weeks
4 years and less than 5 years	15 weeks
5 years and less than 6 years	17.5 weeks
5 years and over	20 weeks

(iii) "Week's pay" means the all-purpose rate of pay for the employee concerned at the date of termination. For the purposes of this clause, in addition to the ordinary rate of pay and over-agreement payments, all allowances, penalties or shift payment to which the nurse would be entitled shall form part of an employee's "week's pay". For the purpose of this subparagraph the following allowances in Clause 11 Special Allowances shall form part of the employee's "week's pay"; paragraph (a) and (b) of subclause (i); paragraphs (a) and (c) of subclause (ii); and paragraph (a) of subclause (v).

(iv) A "week's pay" for a particular employee shall be determined according to the average week's pay received by the employee in the period immediately prior to their last date of employment equal to the number of weeks of severance pay to which the employee is entitled under subparagraphs (1) and (2) of paragraph (a) this subclause.

(v) The employer shall also pay the following amounts to any employee terminated pursuant to this clause:

- (A) Pro rata long service leave; and
- (B) Accrued annual leave.

(b) Incapacity to Pay Subject to an application by the employer and further order of Fair Work Commission , an employer may pay a lesser amount (or no amount) of severance pay than that contained in subparagraphs (1)and (2) of paragraph (a) of this subclause.

Fair Work Commission shall have regard to such financial and other resources of the employer concerned as Fair Work Commission thinks relevant, and the probable effect paying the amount of severance pay in the said subclause (a) will have on the employer.

(c) Alternative Employment Subject to an application by the employer and further order of Fair Work Commission , an employer may pay a lesser amount (or no amount) of severance pay than that contained in paragraph (a) of this subclause if the employer obtains acceptable alternative employment for an employee.

38.4 Grievance Procedure

Refer to Clause 34, Resolution of Disputes contained in this Agreement.

(39) National Employment Standards

39.1 It is the intention of this Agreement that the NES, as it may be varied from time to time, shall apply to the employees the subject of this Agreement. Any provisions of the NES that are also referred to or set out in this Agreement are for the ease of the parties.

39.2 Where the NES provides, or is varied to provide, a condition or entitlement more favourable to the employee in a particular respect than that set out in this Agreement, the better entitlement will apply.

39.3 The minimum guarantees provided by the NES will override less favourable provisions in this Agreement.

(40) Intentions

This Agreement is entered into on the understanding that it does not contravene any aspect of the Fair Work Act 2009 and relevant Regulations. Where any term of this Agreement contravenes legislation, such term shall not apply. Where this Agreement is silent in whole or in part, the relevant legislation will apply.

(41) Agreement Flexibility

41.1 Notwithstanding any other provision of this agreement, an employer and an individual employee may agree to vary the application of certain terms of this agreement to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:

(a) arrangements for when work is performed in relation to the timing of breaks and time off in lieu of overtime;

(b) the simplification of allowances and the inclusion of allowances in base salary; and

(c) the inclusion of leave loading in base salary.

41.2 The employer and the individual employee must have genuinely made the agreement without coercion or duress.

41.3 The agreement between the employer and the individual employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in sub clause 41.1; and
- (b) result in the employee being better off overall than the employee would have been if no individual flexibility agreement had been agreed to.

41.4 The agreement between the employer and the individual employee must also:

- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
- (b) state each term of this agreement that the employer and the individual employee have agreed to vary;
- (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
- (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
- (e) state the date the agreement commences to operate.

41.5 The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.

41.6 Except as provided in subclause 44.1(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.

41.7 An employer seeking to enter into an agreement must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

41.8 The agreement may be terminated:

- (a) by the employer or the individual employee giving 14 days' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

41.9 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this agreement.

(42) Ceremonial Leave

An employee who is legitimately required by Aboriginal and Torres Strait Islander tradition to be absent from work for Aboriginal and Torres Strait Islander ceremonial purposes will be entitled to up to ten working days unpaid leave in any one year, with the approval of the employer.

(43) Study/Paid Professional Development Leave

43.1 Each full time nurse (pro rata, for part time employees) may make application to the Employer in order to access study/ professional development leave. Each application will be assessed on its merits in the context of the applicability of the conference/ seminar, the number of other similar applications and the resources available to the employer.

43.2 In accordance with subclause 43.1 above the employee may apply to the Employer to access paid leave per year for the purposes of attendance at approved conferences/ seminars.

43.3 The time and manner of taking any such approved leave under this provision is to be mutually agreed between the employer and the employee and the course and means of dissemination of conference/seminar information is to be approved by the Employer. conference/seminar information is to be approved by the Employer.

43.4 Reasonable travel, accommodation and registration costs may be paid by the employer, when the employer approves the employee's attendance at the conference/seminar.

(44) Paid Union Leave and Recognition of the Union

44.1 The employer recognises the right of all employees to join a union, to access meaningful union representation, to participate collectively in workplace issues, and to collectively bargain through their union.

44.2 Upon request and 4 weeks notice to the employer, a nominated employee will be released from work in paid time to attend three (3) days NSWMA education such as the NSWMA Annual Conference. Such paid leave will not accumulate from year to year. Subject to operational requirements an employer shall not unreasonably refuse such a request.

(45) Workload Management

45.1 The parties to this agreement acknowledge that employees and management have a responsibility to maintain a balanced workload and recognise the adverse effects that excessive workloads may have on employee/s and the quality of patient care.

45.2 To ensure that employee concerns involving excessive workloads are effectively dealt with by Management the following procedures should be applied:

(a) In the first instance, employee/s should discuss the issue with their immediate supervisor and, where appropriate, explore solutions.

(b) If a solution cannot be identified and implemented, the matter should be referred to an appropriate senior manager for further discussion.

(c) If a solution still cannot be identified and implemented, the matter should be referred to the Facility Manager for further discussion.

(d) The outcome of the discussions at each level and any proposed solutions should be recorded in writing and fed back to the effected employees.

45.3 If the issue is still unresolved, the employee/s may advance the matter through Clause 34, Resolution of Disputes.

(46) Paid Emergency Services Leave

The employer will facilitate an employee who is a member of a voluntary emergency relief organisation such as the Rural Fire Services, Red Cross, St John Ambulance and the State Emergency Services to be released from normal duty without loss of pay (up to a maximum

of five (5) shifts per year) to assist in regard to a critical incident where a local emergency situation arises that requires the attendance of the employee.

(47) Access to Copies of the Agreement and the NES

Where practicable, a copy of this Agreement and the National Employment Standards will be made readily accessible to staff at each workplace covered by the Agreement. In all cases a copy of both documents will be available for inspection through the person responsible for personnel matters at the workplace.

(48) No Extra Claims

The parties agree not to pursue any extra claims except where provided for under this Agreement.

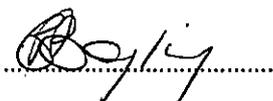
Table 1 - Monetary

Nursing, Assistant in Midwifery and Trainee Enrolled Nurse 18 years of age and over	Current Rates	FFPP on or after approval by FWC 2015 3%	FFPP on or after 1 September 2016 2.5%	FFPP on or after 1 September 2017 2.5%
First year of experience	\$ 747.00	\$ 769.41	\$ 788.65	\$ 808.36
Second year of experience	\$ 770.00	\$ 793.10	\$ 812.93	\$ 833.25
Third year of experience	\$ 794.98	\$ 818.83	\$ 839.30	\$ 860.28
Thereafter	\$ 819.58	\$ 844.17	\$ 865.27	\$ 886.90
Enrolled Nurse Without Medication Qualification				
First year of experience	\$ 916.60	\$ 944.10	\$ 967.70	\$ 991.89
Second year of experience	\$ 936.87	\$ 964.98	\$ 989.10	\$ 1,013.83
Third year of experience	\$ 956.93	\$ 985.64	\$ 1,010.28	\$ 1,035.54
Fourth year of experience	\$ 966.12	\$ 995.10	\$ 1,019.98	\$ 1,045.48
Thereafter	\$ 997.68	\$ 1,027.61	\$ 1,053.30	\$ 1,079.63
Enrolled Nurse				
First year of experience	\$ 936.87	\$ 964.98	\$ 989.10	\$ 1,013.83
Second year of experience	\$ 956.30	\$ 984.99	\$ 1,009.61	\$ 1,034.85
Third year of experience	\$ 977.20	\$ 1,006.52	\$ 1,031.68	\$ 1,057.47
Fourth year of experience	\$ 997.68	\$ 1,027.61	\$ 1,053.30	\$ 1,079.63
Thereafter	\$1,018.06	\$ 1,048.60	\$ 1,074.82	\$ 1,101.69
Nurse undergoing pre-registration training	\$ 896.23	\$ 923.12	\$ 946.19	\$ 969.85
Registered Nurse/Midwife				
First year of experience	\$1,039.39	\$ 1,070.57	\$ 1,097.34	\$ 1,124.77
Second year of experience	\$1,095.87	\$ 1,128.75	\$ 1,156.96	\$ 1,185.89
Third year of experience	\$1,152.46	\$ 1,187.03	\$ 1,216.71	\$ 1,247.13
Fourth year of experience	\$1,213.16	\$ 1,249.55	\$ 1,280.79	\$ 1,312.81
Fifth year of experience	\$1,273.23	\$ 1,311.43	\$ 1,344.21	\$ 1,377.82
Sixth year of experience	\$1,333.31	\$ 1,373.31	\$ 1,407.64	\$ 1,442.83
Seventh year of experience	\$1,401.93	\$ 1,443.99	\$ 1,480.09	\$ 1,517.09
Eighth year of experience	\$1,459.57	\$ 1,503.36	\$ 1,540.94	\$ 1,579.46
Clinical Nurse Specialist	\$1,518.91	\$ 1,564.48	\$ 1,603.59	\$ 1,643.68

Table 2 - Other Rates and Allowances Item Clause Brief Description Current

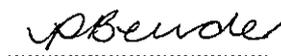
Item No	Clause No	Brief Description	Current Rates	FFPP on or after approval by FWC 2015 3%	FFPP on or after 1 September 2016 2.5%	FFPP on or after 1 September 2017 2.5%
1	11.1(a)	On Call	\$21.94	\$22.60	\$23.16	\$23.74
2	11.1(b)	On Call roster day off	\$43.71	\$45.02	\$46.15	\$47.30
3	11.1(c)	On Call during meal break	\$12.18	\$12.55	\$12.86	\$13.18
4	11.2	Lead Apron Allowance	\$1.73	\$1.78	\$1.83	\$1.87
5	11.3(a)	In Charge of hospital	\$24.43	\$25.16	\$25.79	\$26.44
6	13.3	Use of Private Vehicle (ATO rate)	\$0.76	\$0.76	ATO	ATO
7	15.3(a)	Uniforms per week	\$6.65	\$6.85	\$7.02	\$7.20
8	15.3(a)	Shoes per week	\$2.06	\$2.12	\$2.17	\$2.23
9	15.3(b)	Stockings per week	\$3.44	\$3.54	\$3.63	\$3.72
10	15.3(c)	Cardigan or Jacket per week	\$2.01	\$2.07	\$2.12	\$2.18
11	15.3(d)	Laundry per week	\$5.52	\$5.69	\$5.83	\$5.97
12	15.3(e)	Socks per week	\$0.96	\$0.99	\$1.01	\$1.04
13	17.8	Meal on Overtime	\$18.92	\$19.49	\$19.97	\$20.47
14	26.3	Breakfast	\$3.85	\$3.97	\$4.06	\$4.17
15	26.3	Other meals	\$7.00	\$7.21	\$7.39	\$7.58

Signature page for Lithgow Community Private Hospital and NSWNMA/ANMF Enterprise Agreement 2015-2018



Mrs Bronwyn Boyling
Chief Executive Officer

2 Col Drewe Drive
Lithgow NSW 2790
Date: 7th October 2015



Witness Signature

Mrs Pamela Bender
Clinical Coordinator

2 Col Drewe Drive
Lithgow NSW 2790
Date: 7th October 2015

As Chief Executive Office Mrs Bronwyn Boyling is authorized to sign this agreement on behalf of the employer.

Brett Holmes

Brett Howard Holmes
General Secretary
New South Wales Nurses and
Midwives' Association; and

Branch Secretary
Australian Nursing Federation
New South Wales Branch
50 O'Dea Ave
WATERLOO NSW 2017

Margaret Potts

WITNESS

Margaret Mary Potts
50 O'Dea Ave, Waterloo

Coral Levett

Coral Vicky Levett
President
New South Wales Nurses and
Midwives' Association, and;

President
Australian Nursing Federation
New South Wales Branch
50 O'Dea Ave
WATERLOO NSW 2017

Margaret Potts

WITNESS

Margaret Mary Potts
50 O'Dea Ave, Waterloo

Authority to sign Agreement on behalf of employees is in accordance with Rule 34 of the Rules of the New South Wales Nurses and Midwives' Association and Rule 40 of the Rules of the Australian Nursing Federation and as bargaining representative in accordance with the Fair Work Act 2009.

Schedule 2.2 Model flexibility term

(regulation 2.08)

Model flexibility term

- (1) An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
 - (a) the agreement deals with 1 or more of the following matters:
 - (i) arrangements about when work is performed;
 - (ii) overtime rates;
 - (iii) penalty rates;
 - (iv) allowances;
 - (v) leave loading; and
 - (b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
 - (c) the arrangement is genuinely agreed to by the employer and employee.
- (2) The employer must ensure that the terms of the individual flexibility arrangement:
 - (a) are about permitted matters under section 172 of the *Fair Work Act 2009*; and
 - (b) are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
 - (c) result in the employee being better off overall than the employee would be if no arrangement was made.
- (3) The employer must ensure that the individual flexibility arrangement:
 - (a) is in writing; and
 - (b) includes the name of the employer and employee; and
 - (c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
 - (d) includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - (e) states the day on which the arrangement commences.
- (4) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (5) The employer or employee may terminate the individual flexibility arrangement:
 - (a) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (b) if the employer and employee agree in writing — at any time.