

PAY AND CONDITIONS GUIDE

Dry Cleaning and Laundry Industry Award 2010 [MA000096]

('modern award')

replacing terms and conditions in or derived from

Dry Cleaning Industry Award 2000 [AP779906] ('pre-modern award')

(ACT, NSW, NT, QLD, SA, TAS, VIC, WA)

Effective from 01 January 2014.

Published 17 January 2014 

Background

This guide was developed by the Fair Work Ombudsman to assist employers and employees covered by this modern award, pre-modern award and pay scales derived from this pre-modern award to identify minimum wages, penalties, loadings and allowances.

Transitional arrangements

Modern awards commenced operation on 01 January 2010. However, minimum wage, loading and penalty entitlements commence from 01 July 2010. Almost all modern awards include provisions to 'transition' employers and employees from their pre-modern award to the modern award system.

This modern award includes transitional provisions that provide for the 'phasing in' of increases or decreases in minimum wages, penalties and loadings in the modern award in 5 increments over 4 years from 01 July 2010. All other terms and conditions in this modern award apply in full from 01 January 2010.

The rates in this guide are current from 01 January 2014. The rates set out in this guide will change from the first full period on or after 01 July each year to take account of Fair Work Australia's annual wage review and transitional arrangements. The rates may also change as a result of a Fair Work Australia decision to vary the modern award or pay and condition entitlements of the modern award from time to time.

Transitional arrangements for Division 2B State awards

Division 2B State awards (other than Division 2B enterprise awards) terminate at the end of 31 December 2010 and, from 1 January 2011, employers and employees are covered by the relevant modern award. However, most modern awards provide that all the terms of Division 2B State awards continue to apply until the end of the full pay period which started before 1 February 2011.

The employers affected include sole traders, partnerships, other unincorporated entities and non-trading corporations in New South Wales, Queensland, South Australia and Tasmania who are covered by a Division 2B State award.

From the first full pay period starting on or after 1 February 2011, an employer who was covered by a Division 2B State award, must comply with all of the terms and conditions contained in their relevant modern award, and any transitional arrangements that apply. Transitional arrangements in most modern awards for Division 2B State award employers provide that from the first full pay period starting on or after 1 February 2011, they must pay at least the same minimum wage rates, penalties and loadings as national system employers who are transitioning from the equivalent NAPSA. There are some exceptions and special transitional arrangements that apply in certain situations. If you require help determining whether these exceptions or special transitional arrangements apply to you, please contact the Fair Work Infoline on 13 13 94.

Note: Modern awards are not intended to reduce an employee's take-home pay. An employee or his/her union can apply to Fair Work Australia for a take-home pay order to remedy any reduction in his/her overall take-home pay.

Who should use the guide?

Employees and employers who were entitled to terms and conditions in or derived from this pre-modern award and who are now covered by this modern award.

A guide that has an AP (Pre-reform award) code typically applies to employees employed by a constitutional corporation. Usually these are companies that engage in trading or financial activities. Private companies are often identified by the 'Pty Ltd' in their name. It applies to employers in those categories who were bound by the award immediately prior to 01 January 2010.

A guide that has an AN (Notional agreement preserving State awards) code also typically applies to employees employed by a constitutional corporation. However, unlike pre-reform awards these are notional federal agreements that were created on 27 March 2006. Generally, they preserved the terms and conditions of employment (not including wage rates) in state awards and/or state legislation that applied immediately before 27 March 2006 to employees of constitutional corporations in NSW, QLD, SA, WA and TAS where State award/laws applied to those employers prior to 27 March 2006.

A guide that has an AT code typically applies to employees employed by non-constitutional corporations immediately before 27 March 2007 where the employer was bound by a Federal award. These will be sole traders, partnerships, other unincorporated entities or non-trading/financial corporations.

The guide contains information from this modern award about:

- who the modern award covers;
- wage rates, including rates for casual employees, junior employees, trainees and apprentices;
- penalty rates for working at particular times or under particular arrangements;
- allowances; and
- other conditions of employment.

What if an agreement applies to employees covered by the modern award?

Minimum wage entitlements in a modern award override lesser wage entitlements in an agreement or contract of employment at all times, including agreements and contracts that were made before the commencement of the *Fair Work Act 2009*. All employees covered by the modern award must not be paid less than the rate of pay in the modern award.

However, the penalty rates and allowances in the modern award do not apply to agreement-covered employees, unless the agreement is read in conjunction with the modern award (e.g. a pre-reform certified agreement (a type of collective agreement made before 27 March 2006)).

If you require assistance with any provisions of this guide please contact the **Fair Work Infoline** on **13 13 94**.

Coverage

This industry award covers employers throughout Australia in the dry cleaning and laundry industry and their employees in the classifications listed in this modern award to the exclusion of any other modern award.

The award does not cover employers covered by the following modern awards:

- Cleaning Services Award 2010
- Clerks—Private Sector Award 2010
- General Retail Industry Award 2010
- Health Professionals and Support Services Award 2010
- Hospitality Industry (General) Award 2010
- Local Government Industry Award 2010.

The award does not cover an employee excluded from award coverage by the Act.

The award does not cover employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the Fair Work (Transitional Provisions and Consequential Amendments) Act 2009 (Cth)), or employers in relation to those employees.

The award does not cover employees who are covered by a State reference public sector modern award, or a State reference public sector transitional award (within the meaning of the Fair Work (Transitional Provisions and Consequential Amendments) Act 2009 (Cth)), or employers in relation to those employees.

This award covers any employer which supplies labour on an on-hire basis in the dry cleaning and laundry industry in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. This subclause operates subject to the exclusions from coverage in this award.

This award covers employers which provide group training or related temporary employment services for apprentices and trainees engaged in the dry cleaning and laundry industry and/ or parts of such industry and those apprentices and trainees engaged by a group training or related temporary employment service hosted by a company to perform work at a location where the activities described herein are being performed.

This subclause operates subject to the exclusions from coverage in this award.

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

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

Wages

This modern award includes transitional arrangements that apply to minimum wage entitlements from the first pay period on or after 01 July 2010 until the first pay period on or after 01 July 2014 (when modern award wages commence in full).

The following wage tables set out base rates of pay for classifications under the modern award.

It also sets out how the modern award classification matches up with pre-modern award classification. If there is no classification match the employee may be covered by another pre-modern award, or another modern award, such as a modern award that covers the employee's occupation rather than the industry.

The base rates of pay in this guide include any applicable industry allowance. The base rates of pay also include any increase from Fair Work Australia's annual wage review. For more information about transitional arrangements for minimum wage entitlements, please visit www.fairwork.gov.au

Casual employees

The rates for casual employees set in the table below are minimum rates for **ordinary hours** only.

Please visit www.fairwork.gov.au for information about penalty entitlements for casual employees.

*Post 26 March 2006 employer

Wage rates for casual employees of employers that became part of the national system after 26 March 2006 do not include annual leave loading because those employees did not have a pre-modern award entitlement to annual leave loading.

Adult

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full & Part Time Dry cleaning

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Dry cleaning employee level 1	Group F, All others	\$16.37
Dry cleaning employee level 2	Group E, Wet cleaner	\$16.85
Dry cleaning employee level 2	Group E, Steam air finisher	\$16.85
Dry cleaning employee level 2	Group E, Examiner of garments	\$16.85
Dry cleaning employee level 2	Group E, Assembler of garments	\$16.85

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Dry cleaning employee level 2	Group E, Sorter of garments	\$16.85
Dry cleaning employee level 3	Group C, Presser	\$17.09
Dry cleaning employee level 3	Group C, Receiver and dispatcher in charge	\$17.09
Dry cleaning employee level 3	Group C, Cleaner (operating dry cleaning machine)	\$17.09
Dry cleaning employee level 3	Group D, Repairer (other than tailor or tailoress)	\$17.09
Dry cleaning employee level 3	Group D, Spotter presser (off-set press)	\$17.09
Dry cleaning employee level 3	Group D, Hand ironer receiver and/or dispatcher	\$17.09
Dry cleaning employee level 4	Group B, Invisible mender	\$18.09
Dry cleaning employee level 4	Group B, Tailor or tailoress	\$18.09
Dry cleaning employee level 5	Group A, Tradesperson dry cleaner (VIC only)	\$19.07

Laundry

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1	Group C, Presser	\$16.61
Laundry employee level 1	Group C, Receiver and dispatcher in charge	\$16.61
Laundry employee level 1	Group D, Repairer (other than tailor or tailoress)	\$16.61
Laundry employee level 1	Group D, Spotter presser (off-set press)	\$16.61
Laundry employee level 1	Group D, Hand ironer receiver and/or dispatcher	\$16.61
Laundry employee level 1	Group E, Wet cleaner	\$16.61
Laundry employee level 1	Group E, Steam air finisher	\$16.61
Laundry employee level 1	Group E, Examiner of garments	\$16.61
Laundry employee level 1	Group E, Assembler of garments	\$16.61
Laundry employee level 1	Group E, Sorter of garments	\$16.61
Laundry employee level 1	Group F, All others	\$16.56
Laundry employee level 2	Group A, Tradesperson dry cleaner (VIC only)	\$17.54
Laundry employee level 2	Group D, Repairer (other than tailor or tailoress)	\$17.18
Laundry employee level 2	Group D, Spotter presser (off-set press)	\$17.18
Laundry employee level 3	Group A, Tradesperson dry cleaner (VIC only)	\$18.13
Laundry employee level 3	Group B, Invisible mender	\$17.92

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 3	Group B, Tailor or tailoress	\$17.92
Laundry employee level 4	Group A, Tradesperson dry cleaner (VIC only)	\$18.40

Casual Dry cleaning

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Dry cleaning employee level 1	Group F, All others	\$20.30 (24%)
Dry cleaning employee level 2	Group E, Wet cleaner	\$20.89 (24%)
Dry cleaning employee level 2	Group E, Steam air finisher	\$20.89 (24%)
Dry cleaning employee level 2	Group E, Examiner of garments	\$20.89 (24%)
Dry cleaning employee level 2	Group E, Assembler of garments	\$20.89 (24%)
Dry cleaning employee level 2	Group E, Sorter of garments	\$20.89 (24%)
Dry cleaning employee level 3	Group C, Presser	\$21.19 (24%)
Dry cleaning employee level 3	Group C, Receiver and dispatcher in charge	\$21.19 (24%)
Dry cleaning employee level 3	Group C, Cleaner (operating dry cleaning machine)	\$21.19 (24%)
Dry cleaning employee level 3	Group D, Repairer (other than tailor or tailoress)	\$21.19 (24%)
Dry cleaning employee level 3	Group D, Spotter presser (off-set press)	\$21.19 (24%)
Dry cleaning employee level 3	Group D, Hand ironer receiver and/or dispatcher	\$21.19 (24%)
Dry cleaning employee level 4	Group B, Invisible mender	\$22.44 (24%)
Dry cleaning employee level 4	Group B, Tailor or tailoress	\$22.44 (24%)
Dry cleaning employee level 5	Group A, Tradesperson dry cleaner (VIC only)	\$23.64 (24%)

Laundry

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1	Group C, Presser	\$20.59 (24%)
Laundry employee level 1	Group C, Receiver and dispatcher in charge	\$20.59 (24%)
Laundry employee level 1	Group D, Repairer (other than tailor or tailoress)	\$20.59 (24%)
Laundry employee level 1	Group D, Spotter presser (off-set press)	\$20.59 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1	Group D, Hand ironer receiver and/or dispatcher	\$20.59 (24%)
Laundry employee level 1	Group E, Wet cleaner	\$20.59 (24%)
Laundry employee level 1	Group E, Steam air finisher	\$20.59 (24%)
Laundry employee level 1	Group E, Examiner of garments	\$20.59 (24%)
Laundry employee level 1	Group E, Assembler of garments	\$20.59 (24%)
Laundry employee level 1	Group E, Sorter of garments	\$20.59 (24%)
Laundry employee level 1	Group F, All others	\$20.54 (24%)
Laundry employee level 2	Group A, Tradesperson dry cleaner (VIC only)	\$21.75 (24%)
Laundry employee level 2	Group D, Repairer (other than tailor or tailoress)	\$21.30 (24%)
Laundry employee level 2	Group D, Spotter presser (off-set press)	\$21.30 (24%)
Laundry employee level 3	Group A, Tradesperson dry cleaner (VIC only)	\$22.48 (24%)
Laundry employee level 3	Group B, Invisible mender	\$22.23 (24%)
Laundry employee level 3	Group B, Tailor or tailoress	\$22.23 (24%)
Laundry employee level 4	Group A, Tradesperson dry cleaner (VIC only)	\$22.82 (24%)

Junior

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full & Part Time Dry cleaning

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Dry cleaning employee level 2, Under 16 years	Under 16 years	\$8.42
Dry cleaning employee level 2, 16 years	16 & under 17 years	\$9.27
Dry cleaning employee level 2, 17 years	17 & under 18 years	\$10.95
Dry cleaning employee level 2, 18 years	18 & under 19 years	\$12.64
Dry cleaning employee level 2, 19 years	19 & under 20 years	\$14.32
Dry cleaning employee level 2, 20 years	20 & under 21 years	\$15.67

Laundry

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1, 17 years and under	Under 16 years	\$9.70

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1, 17 years and under	16 & under 17 years	\$9.84
Laundry employee level 1, 17 years and under	17 & under 18 years	\$10.14
Laundry employee level 1, 18 years	18 & under 19 years	\$12.45
Laundry employee level 1, 19 years	19 & under 20 years	\$14.84
Laundry employee level 1, 20 years	20 & under 21 years	\$16.44

Casual Dry cleaning

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Dry cleaning employee level 2, Under 16 years	Under 16 years	\$10.45 (24%)
Dry cleaning employee level 2, 16 years	16 & under 17 years	\$11.49 (24%)
Dry cleaning employee level 2, 17 years	17 & under 18 years	\$13.58 (24%)
Dry cleaning employee level 2, 18 years	18 & under 19 years	\$15.67 (24%)
Dry cleaning employee level 2, 19 years	19 & under 20 years	\$17.76 (24%)
Dry cleaning employee level 2, 20 years	20 & under 21 years	\$19.43 (24%)

Laundry

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Laundry employee level 1, 17 years and under	Under 16 years	\$12.02 (24%)
Laundry employee level 1, 17 years and under	16 & under 17 years	\$12.20 (24%)
Laundry employee level 1, 17 years and under	17 & under 18 years	\$12.57 (24%)
Laundry employee level 1, 18 years	18 & under 19 years	\$15.44 (24%)
Laundry employee level 1, 19 years	19 & under 20 years	\$18.40 (24%)
Laundry employee level 1, 20 years	20 & under 21 years	\$20.39 (24%)

Apprentice

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full Time

Starting apprenticeship before 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
First year, First six months	1st year, 1st 6 months	\$8.58
First year, Second six months	1st year, 2nd 6 months	\$9.53
Second year	2nd year	\$11.44

Apprenticeship

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Apprentice - third year, First six months	3rd year, 1st 6 months	\$14.30
Apprentice - third year, Second six months	3rd year, 2nd 6 months	\$17.16

Starting apprenticeship on or after 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Work performed before ppc 1/1/2015, First year, First six months	1st year, 1st 6 months	\$9.53
Work performed before ppc 1/1/2015, Completed Year 12, First year, Second six months	1st year, 2nd 6 months	\$10.49
Work performed before ppc 1/1/2015, Did not complete Year 12, First year, Second six months	1st year, 2nd 6 months	\$9.53
Work performed on or after 1/1/2014, Completed Year 12, Second year	2nd year	\$12.39

Adult apprenticeship starting on or after 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Work performed on or after 1/1/2014, First year	1st year, 1st 6 months	\$15.25
Work performed on or after 1/1/2014, First year	1st year, 2nd 6 months	\$15.25
Work performed on or after 1/1/2014, Second year	2nd year	\$16.37
Work performed on or after 1/1/2014, Third year, First 6 months	3rd year, 1st 6 months	\$16.37
Work performed on or after 1/1/2014, Third year, Second 6 months	3rd year, 2nd 6 months	\$17.16

Please note: This modern award contains special provisions for school based apprentices; these rates are not set out in this guide. For information about transitional rates for these employees please visit www.fairwork.gov.au and/or contact the **Fair Work Infoline** on **13 13 94**.

Trainee

This modern award incorporates trainee rates derived from the National Training Wage Schedule (NTW Sch.), as adjusted from time to time.

Supported Wage

Please refer to clause 14.5 of the modern award.

For detail of the supported wage provisions see the current version of the instrument.

Penalties and Loadings (other than casual or part-time loadings for ordinary hours)

Where an employee had an entitlement to a loading/penalty rate before 01 January 2010 that is exactly the same as the modern award loading/penalty entitlement the modern award loading/penalty applies in full from 01 January 2010.

Transitional arrangements

This modern award includes transitional arrangements that apply to loading/penalty entitlements where there is a difference in modern award and pre-modern award loading/penalty entitlements. Transitional arrangements apply from the first pay period on or after 01 July 2010 until the first pay period on or after 01 July 2014 (when modern award loadings/penalties apply in full).

Different arrangements apply depending on whether the entitlements are "equivalent" or not.

- A pre-modern award loading/penalty will be "equivalent" to a modern award entitlement where the loading/penalty applies:
 - for the same purpose (e.g. Saturday penalty);
 - for the same time periods; and
 - in the same way#.
- #A pre-modern award and modern award loading/penalty applies in the same way if the entitlements are both:
 - paid at the same frequency, such as per hour or per shift; and
 - paid as a percentage of the same amount (e.g. both penalties are paid as a percentage of the employee's classification rate, rather than as a percentage of a different amount or paid as a flat dollar amount).

Casual loadings and penalties also need to interact with each other in the same way in the pre-modern award and modern award to be equivalent (e.g. the loading and penalty rate are calculated on the base hourly rate in both instruments).

Equivalent entitlements

If the pre-modern award loading/penalty rate is "equivalent" to the modern award loading/penalty rate the penalty rate is calculated as follows:

1. The difference between the two loading/penalty rates is referred to as a "transitional percentage". The transitional percentage stays the same every year.

2. A proportion of the transitional percentage is calculated each year as follows:

First full pay period on or after	Proportion of transitional percentage
01 July 2010	80%
01 July 2011	60%
01 July 2012	40%
01 July 2013	20%
01 July 2014	0%

3. Where the modern award loading/penalty is higher, the penalty rate is obtained by subtracting the proportion of the transitional percentage.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are equivalent and the modern award penalty is higher.

1/01/2010 Pre-modern award penalty	1/07/2014 Modern award penalty	1/07/2010 Penalty rate (phased)
25%	50%	30%
50%	75%	55%
50%	100%	60%
75%	100%	80%

4. Where the modern award loading/penalty is lower, the penalty rate is obtained by adding the proportion of the transitional percentage.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are equivalent and the modern award penalty is lower.

1/01/2010 Pre-modern award penalty	1/07/2014 Modern award penalty	1/07/2010 Penalty rate (phased)
50%	25%	45%
75%	50%	70%
100%	50%	90%
100%	75%	95%

Entitlements that are not equivalent

If pre-modern award and modern award penalty rates are not "equivalent", the following approach applies:

1. Loadings/penalty rates from a modern award are phased in from zero in five instalments of 20% by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of modern award loading/penalty
01 July 2010	20%
01 July 2011	40%
01 July 2012	60%
01 July 2013	80%
01 July 2014	100%

2. Pre-modern award loadings/penalty rates are phased out to zero in five instalments of 20% by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of pre-modern award loading/penalty
01 July 2010	80%
01 July 2011	60%
01 July 2012	40%
01 July 2013	20%
01 July 2014	0%

Please note that a pre-modern award penalty rate can be 'phased out' at the same time that a modern award penalty is 'phasing in' (i.e. where different entitlements apply in the same time period). This means that two different rates may apply for the same time period.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are not equivalent.

1/01/2014 Modern award penalty	1/07/2010 Penalty rate (phased) (20.00%)
10.00%	2.00%
20.00%	4.00%
25.00%	5.00%
50.00%	10.00%
75.00%	15.00%
100.00%	20.00%
120.00%	24.00%
125.00%	25.00%
130.00%	26.00%
150.00%	30.00%

1/01/2010 Pre-modern award penalty	1/07/2010 Penalty rate (phased) (80.00%)
10.00%	8.00%
20.00%	16.00%
25.00%	20.00%
50.00%	40.00%
75.00%	60.00%
100.00%	80.00%
120.00%	96.00%
125.00%	100.00%
130.00%	104.00%
150.00%	120.00%

New entitlements

Where an employee did not have a particular loading/penalty entitlement before 01 January 2010, the modern award loading/penalty is phased in from zero as a new entitlement from the first pay period on or after 01 July 2010 by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of modern award loading/penalty
01 July 2010	20%
01 July 2011	40%
01 July 2012	60%
01 July 2013	80%
01 July 2014	100%

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements in the modern award are new.

1/07/2014	1/07/2010
Modern award penalty	Penalty rate (phased)
25%	5%
50%	10%
75%	15%
100%	20%

For more information about transitional arrangements for loading/penalty entitlements please visit www.fairwork.gov.au and/or contact the **Fair Work Infoline** on **13 13 94** for advice and assistance.

Allowances

Allowances in modern awards apply in full from 01 January 2010 (although the rates may change from time to time).

All states covered by this instrument Full Time, Part Time, Casual

Clause	Allowance Type	Description	Effective Date	Rate
15.1	First aid allowance	<p>An employee who has been trained to render first aid, who holds a current first aid qualification and who is appointed by the employer to perform first aid duty will be paid a first aid allowance per week.</p> <p>(2% per week x 38 = 76% per hour)</p>	1/07/2013	<p>\$0.3813 per hour.</p> <p>This weekly allowance has been converted to an hourly amount. It should be applied to all ordinary hours of work (up to a maximum of 38 hours per week). (2.00%)</p>
15.2	Meal allowance	<p>An employee required to work overtime for more than one hour after the usual ceasing time on any day will be reimbursed for the purchase of a meal or paid a meal allowance.</p> <p>This will not apply where the employer provides the employee with a meal of equivalent value or where the employee has been notified on the day prior to when they will be required to work overtime.</p> <p>Where an employee has been notified of the overtime and such overtime work is cancelled after the employee has provided a meal, the employee will be allowed the meal allowance.</p>	1/07/2013	\$9.2600 per meal

Clause	Allowance Type	Description	Effective Date	Rate
15.6	Disabilities allowance	An employee required to handle foul laundry will be paid a disability allowance per week. (1.96% of the standard weekly rate per week x 38 = 74.48% of the standard hourly rate per hour)	1/07/2013	\$0.3737 per hour. This weekly allowance has been converted to an hourly amount. It should be applied to all ordinary hours of work (up to a maximum of 38 hours per week). (1.96%)

Other Conditions

The following conditions in the modern award apply in full from 1 January 2010. Please note that the below table is a summary of commonly applicable entitlements in the modern award, there may be other entitlements in the modern award that are relevant to particular employers or employees. Please refer to the modern award for full details.

Note: The National Employment Standards (**NES**) operate together with modern awards to provide minimum conditions of employment for employers and employees in the national system. The NES sets out ten minimum statutory entitlements that apply to all employees, including leave and termination of employment entitlements.

For more information about the NES, please visit www.fairwork.gov.au

All states covered by this instrument

Clause	Conditions Type	Description
7	Award flexibility (Instrument)	An employer and an individual employee may agree to vary the following terms of this award to meet the genuine needs of the employer and the individual employee with respect to: - arrangements for when work is performed - overtime rates - penalty rates

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - allowances - leave loading. <p>Other conditions concerning award flexibility are contained within the Fair Work Act 2009.</p>
8	Consultation (Instrument)	<p>The award contains information on the employer's responsibility to consult regarding major workplace change including the:</p> <ul style="list-style-type: none"> - duty to notify, and - duty to discuss change.
9	Dispute resolution (Instrument)	<p>The award sets out a dispute resolution procedure for dealing with disputes in relation to a matter under the award or the National Employment Standards (NES).</p>
10.2	Conditions of employment (Instrument)	<p>An employer must inform each employee in writing of the terms of their engagement upon commencement and whether they are to be full-time, part-time or casual. This is then recorded in their time and wages record.</p>
10.4	Part-time conditions (Instrument)	<p>A part-time employee:</p> <ul style="list-style-type: none"> - is engaged to work less than full-time, 38 ordinary hours per week; - has reasonably predictable hours of work; and - receives, pro rata equivalent pay and conditions to full-time employees performing the same work. <p>At engagement the employer and the part-time employee will agree in writing on a regular pattern of work, specifying hours worked each day, days of the week the employee will work and the actual starting and finishing times each day. Any agreed variation will be in writing.</p> <p>Minimum of 3 hours per start (including separate engagement for overtime).</p> <p>All time worked in excess of agreed hours will be overtime and paid appropriately.</p>

Clause	Conditions Type	Description
		An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee.
10.5	Casual conditions (Instrument)	Where a casual employee works in excess of 38 ordinary hours per week overtime will be paid. A casual employee may be terminated with one hour's notice by either the employer or the employee. Minimum of three hours per day for each start on any day.
11.2	Termination of employment - notice of termination by an employee (Instrument)	The notice of termination required to be given by an employee is the same as an employer except there is no requirement to give additional notice based on age. If an employee fails to give the required notice the employer may withhold from any monies due on termination, the difference between the amount of notice required and the amount of notice actually given.
11.3	Termination of employment - job search entitlement (Instrument)	Where an employer has given notice of termination to an employee, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the employer.
12.2	Redundancy - transfer to lower paid duties (Instrument)	Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated. Alternatively, the employer may choose to pay the employee the difference between the former ordinary time rate of pay and the new ordinary time rate of pay for the number of weeks of notice still owing.
12.3	Redundancy - employee leaving during notice period (Instrument)	An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.
12.4	Redundancy - job search entitlement (Instrument)	An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment. If the employee has been allowed paid leave for more than one day, the employee must, by request, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.

Clause	Conditions Type	Description
12.5	Redundancy - transitional provisions (Instrument)	<p>An employee is entitled to redundancy pay in accordance with the NAPSA that would have applied immediately prior to 1 January 2010 and that would have entitled the employee to redundancy pay in excess of the employee's entitlement under the NES. This includes employees engaged after 1 January 2010.</p> <p>The entitlement to redundancy pay under the NAPSA is limited to the amount which exceeds the entitlement under the NES.</p> <p>This clause does not reduce an employee's entitlement to redundancy pay under any other instrument and ceases to operate on 31 December 2014.</p>
13.1	Conditions of employment (Instrument)	<p>Employers must advise their employees in writing of their classification and any changes to their classification.</p> <p>The classification by the employer must be according to the skill level or levels required to be exercised by the employee in order to carry out the principal functions of the employment as determined by the employer.</p>
14.4	Other (Instrument)	<p>Apprentice conditions</p> <p>Apprentice rates will be calculated in multiples of \$0.05, amounts of \$0.02 and less being taken to the lower multiple and amounts in excess of \$0.02 being taken to the higher multiple.</p> <p>An employee who is under 21 years of age at the end of their apprenticeship and works afterwards as a minor in a dry cleaning classification, they will be paid at least the adult rate of that classification.</p>
15.3	Protective clothing, footwear and covering allowance (Instrument)	<p>An employee required to wear waterproof or other protective clothing such as waterproof boots, aprons, or gloves, must be reimbursed for the cost of purchasing such clothing.</p> <p>This does not apply where the protective clothing is supplied by the employer. In this case the clothing will remain the property of the employer and will be returned by the employee to the employer upon termination in good condition, fair wear and tear excepted.</p>
15.4	Tools (Instrument)	<p>An employee will be reimbursed the demonstrated cost of purchase for all tools of trade required in the performance of the employee's duties.</p>

Clause	Conditions Type	Description
		This will not apply where the employer provides such tools of trade.
15.5	Uniforms (Instrument)	<p>Where an employee is required to wear a uniform they must be reimbursed for the cost of purchasing such uniform.</p> <p>This does not apply where the uniform is paid for by the employer.</p> <p>Where the employee is responsible for laundering the uniform they must be reimbursed for the demonstrated costs of laundering it. Both parties may agree on an arrangement under which the employee will wash and iron the uniform for an agreed sum of money to be paid by the employer to the employee each week.</p>
16.1	District allowance (Instrument)	<p>An employee in the Northern Territory is entitled to payment of a district allowance in accordance with the provisions of an award or NAPSA under the Workplace Relations Act 1996 that would have applied to the employee immediately prior to 1 January 2010, providing that employee was not bound by an agreement under that Act.</p> <p>This clause ceases to operate on 31 December 2014.</p>
16.2	District allowance (Instrument)	<p>An employee in Western Australia is entitled to payment of a district allowance in accordance with the provisions of an award or NAPSA under the Workplace Relations Act 1996 that would have applied to the employee immediately prior to 1 January 2010, providing that employee was not bound by an agreement under that Act.</p> <p>This clause ceases to operate on 31 December 2014.</p>
17	Accident pay (Instrument)	<p>An employee is entitled to accident pay in accordance with the terms of:</p> <ul style="list-style-type: none"> - a NAPSA that would have applied to the employee immediately prior to 1 January 2010 or an award made under the Workplace Relations Act 1996 (Cth) that would have applied to the employee immediately prior to 27 March 2006, if the employee had at that time been in their current circumstances of employment and no agreement made under the Workplace Relations Act 1996 (Cth) had applied to the employee, and

Clause	Conditions Type	Description
		<p>- that would have entitled the employee to accident pay in excess of the employee's entitlement to accident pay, if any, under any other instrument.</p> <p>The employee's entitlement to accident pay under the NAPSA or award is limited to the amount of accident pay which exceeds the employee's entitlement to accident pay, if any, under any other instrument.</p> <p>This clause does not reduce an employee's entitlement to accident pay under any other instrument and ceases to operate on 31 December 2014.</p>
18	Higher duties (Instrument)	<p>Where an employee is engaged for more than four hours during one day or shift on duties of a higher minimum wage than their ordinary classification, they must be paid the higher minimum wage for such day or shift.</p> <p>An employee undertaking such duties for four hours or less during one day or shift must be paid the higher minimum wage for the time so worked.</p>
19	Payment of wages (Instrument)	<p>Wages paid weekly or fortnightly by cash or electronic funds transfer into the bank or financial institution nominated by the employee.</p> <p>When notice of termination has been provided by either party, payment of all wages and other money owing to an employee will be made no later than the last day of the formal notice period.</p>
20	Superannuation (Instrument)	<p>The award contains information on:</p> <ul style="list-style-type: none"> - the employers responsibility to make superannuation contributions to a superannuation fund - the ability for an employee to authorise their employer to pay on their behalf contributions to a superannuation fund - the employers responsibility to make superannuation contributions to another superannuation fund that is chosen by the employee.
21	Hours of work (Instrument)	<p><u>Dry cleaning workplaces</u></p> <p>Ordinary hours - average of 38 hours per week.</p> <p>Worked between:</p>

Clause	Conditions Type	Description
		<p>- 7.00 am–7.00 pm Monday to Friday;</p> <p>- 7.00 am–9.00 pm on a prescribed late shopping night(s) in the particular locality; and</p> <p>- 7.00 am–5.00 pm on Saturday.</p> <p>Where the regular prescribed late night shopping night falls on a public holiday and another night is prescribed the span of hours for late night shopping will apply.</p> <p>Employees in package plants required to work their 38 ordinary hours within four days, Monday to Friday, will inform each affected employee at least seven days prior to the beginning of that working week of the days upon which they are rostered and not rostered to work.</p> <p><u>Laundry workplaces</u></p> <p>Ordinary hours - average 38 hours per week.</p> <p>Worked between, Monday to Friday, 6.00 am to 6.00 pm and may be worked in one of the following arrangements:</p> <ul style="list-style-type: none"> - 7.6 hours per day; - four days of eight hours work and one day of six hours work; or - a roster system averaging 38 hours worked per week over a four week cycle. <p>By agreement the ordinary working hours may be worked as a 19 day four week cycle of eight hours on each day Monday to Friday with 0.4 of an hour per day worked accruing as an entitlement to take a rostered day off in each cycle to be paid for as though worked.</p> <p>Where such a roster system applies, the weekly wage rate for ordinary hours of work applicable to the employee will be the average weekly wage rate for their ordinary work, even though more or less than 38 hours are worked each week.</p>

Clause	Conditions Type	Description
		<p>Where a rostered day off falls on a public holiday, unless an alternative rostered day off is agreed, the next working day will be taken as a rostered day off.</p> <p>Each day of paid leave and any paid public holiday occurring during the roster cycle will be regarded as a day worked for accrual purposes.</p> <p>An employee who has not accrued an entitlement to be paid in full for a rostered day off will be paid their accrued entitlement when taking a rostered day off. Any accrued entitlement to a rostered day off will be paid to an employee on termination.</p> <p>By mutual agreement another day may be substituted for a rostered day off but no more than 12 rostered days off may be accrued in each 12 month period.</p>
21.3	Shiftwork (Instrument)	<p>Ordinary hours - average of 38 hours per week, worked in not more than five shifts of not more than 10 hours, Monday to Sunday inclusive, on one of the following bases:</p> <ul style="list-style-type: none"> - 38 hours within a period not exceeding seven consecutive days; - 76 hours within a period not exceeding 14 consecutive days; - 114 hours within a period not exceeding 21 consecutive days; or - 152 hours within a period not exceeding 28 consecutive days. <p>Except at the regular changeover of shifts an employee will not be required to work more than one shift in each 24 hours.</p>
21.4	Rostering (Instrument)	<p>The starting and finishing times of each employee (excluding casual employees) will be fixed by the employer. Those times will not be changed, except in a case of emergency or by agreement with the individual employee, unless seven days' notice has been given. This includes changes to shift rosters.</p>
22.2	Overtime – time off in lieu (Instrument)	<p>An employer and an employee may agree that the employee will take time off instead of payment for all or some overtime worked. The agreement will:</p> <ul style="list-style-type: none"> -provide for the time off to be taken in the normal working hours of the employee;

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - provide for the time off to be taken to be calculated as 'value time' i.e. if an employee works for one hour at time and a half penalty rates, they will be entitled to take one and a half hours off; - be in writing; and - provide for the time off instead of payment for overtime is taken within a period of two months of the date on which the overtime is worked.
22.3	Rest period after overtime duty (Instrument)	Necessary overtime work, so far as it is reasonably practicable, will be arranged so that employees have at least 10 hours off duty between shifts. An employee who works so much overtime between shifts that the employee has not had at least 10 hours off duty will be released after completion of the overtime until the employee has had a 10 hour break without loss of pay for ordinary working time occurring during such absence.
22.4	Recall (Instrument)	An employee recalled from home to work after having left the premises of the employer will be paid for all time worked, with a minimum payment of four hours.
22.5d	Other (Instrument)	<p>Time off instead of payment for work on a Saturday, Sunday or public holiday</p> <p>Both parties may agree that the employee will take time off instead of payment for all or some time worked on a Saturday, Sunday or public holiday. The agreement will:</p> <ul style="list-style-type: none"> - provide for the time off to be taken in the normal working hours of the employee; - provide for the time off to be taken to be calculated as 'value time' e.g: if an employee works for one hour at time and a half penalty rates, they will be entitled to take one and a half hours off; - be in writing; and - provide for the time off to be taken within a period of two months of the date on which the time is worked.
24.1	Breaks - meal (Instrument)	An employee is entitled to an unpaid meal break of not less than 30 minutes per day or shift, taken not later than five hours after beginning duty.

Clause	Conditions Type	Description
		An employee required to work more than one and a half hours overtime will be entitled to a meal break of not less than 20 minutes, paid at ordinary rates and taken at an agreed time.
24.2	Breaks - rest (Instrument)	<p>An employee will be entitled to a rest period of 10 minutes in the morning and another in the afternoon on each day worked. These will count as time worked and taken at times agreed between the employer and the majority of employees.</p> <p>Where an employer and the majority of employees agree, the rest periods may be taken as one period of 20 minutes in either the morning or the afternoon.</p>
24.3	Crib break (Instrument)	Shiftworkers will be entitled to a crib break of at least 20 minutes, taken not later than five hours after beginning each shift and will count as time worked.
25.2	Annual leave loading (Instrument)	<p>In addition to their ordinary pay, an employee, other than a shiftworker, will be paid an annual leave loading of 17.5% of their ordinary rate of pay.</p> <p>Shiftworkers, in addition to their ordinary pay, will be paid the higher of:</p> <ul style="list-style-type: none"> - an annual leave loading of 17.5% of their ordinary rate of pay; or - the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.
25.3	Annual leave - shiftworkers (Instrument)	<p><u>Shiftworkers - laundry workplaces</u></p> <p>For the purposes of the extra week of leave prescribed by the NES, a shiftworker is an employee who is rostered to regularly work on Sundays and public holidays.</p> <p>Where an employee with one year's continuous employment is engaged for part of the yearly period as a shiftworker, the employee will be entitled to have the period of annual leave increased by half a day for each month employed as a shiftworker.</p>

Clause	Conditions Type	Description
		An employee who is engaged for part of any year as a shiftworker, and whose employment is terminated, must be paid, in addition to any other amounts due, an additional amount equal to 1/49th of their ordinary pay in respect of the period of employment as a shiftworker.

Frequency of Payment

Wages are to be paid weekly or fortnightly.

IMPORTANT NOTE: Disclaimer

The Fair Work Ombudsman is committed to providing advice that you can rely on.

Your situation and the law can change so we encourage you to check back with us by looking at <http://www.fairwork.gov.au/pay/pay-and-conditions-guides/pages/default.aspx>