

Module 3: Employment Rights & Responsibilities

Understanding Fair Work Australia

Types of Employment

There are three main types of employment in Australia: full-time (regular ongoing work, usually 38 hours/week), part-time (regular ongoing work, less than 38 hours/week), and casual (no guaranteed hours, flexible schedule with higher pay rate).

Minimum Wage

The minimum wage you're entitled to depends on your age and the industry award that covers your job. Junior employees (under 21) are paid a percentage of the adult rate. The adult minimum wage is \$24.95 per hour (as of 2024-25).

Your Key Rights as an Employee

- Be paid at least the minimum wage for your age and job
- Receive a payslip within 1 working day of being paid
- Be paid for ALL hours worked (including opening/closing time)
- Work in a safe environment free from bullying and harassment
- Take breaks (usually 30 mins unpaid for shifts over 5 hours)
- Refuse unreasonable work requests
- Join a union if you choose
- Be paid penalty rates for weekend/evening/public holiday work (if applicable)

National Employment Standards

The National Employment Standards (NES) are 11 minimum entitlements for all employees, including maximum weekly hours, flexible working arrangements, parental leave, annual leave, personal/carer's leave, public holidays, notice of termination, and redundancy pay.

Useful Resources

Fair Work Ombudsman: www.fairwork.gov.au

Young Workers: www.fairwork.gov.au/find-help-for/young-workers-and-students

Pay Calculator: www.fairwork.gov.au/pay-and-wages/minimum-wages

Created by The Ethical Accountant | January 2026