

# 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](http://www.fairwork.gov.au)

Young Workers: [www.fairwork.gov.au/find-help-for/young-workers-and-students](http://www.fairwork.gov.au/find-help-for/young-workers-and-students)

Pay Calculator: [www.fairwork.gov.au/pay-and-wages/minimum-wages](http://www.fairwork.gov.au/pay-and-wages/minimum-wages)

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