

## WORKPLACE ADVICE LINE

The workplace advice line is available Monday to Friday 8.30am – 5pm EST.

Access to the Workplace Advice Line is exclusively for members and connects you with a Workplace Advisor to help you on any of the topics below.

Advisors help businesses understand obligations and context of prevailing conditions such as COVID-19 and natural disasters.

| <b>Workplace topics</b>   | <b>Questions you can ask related to...</b>                                                                                                                                                                                      |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leave                     | <ul style="list-style-type: none"><li>• Personal Leave</li><li>• Long service leave</li><li>• Parental leave</li><li>• Annual leave</li><li>• Public holidays</li></ul>                                                         |
| Wage rates                | <ul style="list-style-type: none"><li>• Allowance</li><li>• Payment of wages</li></ul>                                                                                                                                          |
| Termination of employment | <ul style="list-style-type: none"><li>• Redundancy</li><li>• Notice of termination</li><li>• Disciplinary action</li><li>• Unfair dismissal</li><li>• Misconduct</li></ul>                                                      |
| Employment                | <ul style="list-style-type: none"><li>• Contract of employment</li><li>• Award interpretation</li><li>• Hours of work</li><li>• Overtime</li><li>• Casual employment</li><li>• Union matters</li><li>• Superannuation</li></ul> |
| Workers Compensation      |                                                                                                                                                                                                                                 |
| WHS                       |                                                                                                                                                                                                                                 |