



1. When can I request to convert from casual to permanent employment with WorkPac?

You may request to convert from casual to permanent employment after 12 months of employment with WorkPac.

2. How do I request to convert from casual to permanent employment with WorkPac?

Any request to convert from casual to permanent employment with WorkPac must be in writing. A *Request to Convert Form* is attached to this document.

To short cut this process, once you have completed the Request to Convert Form, please send a copy to WorkPacEBA@workpac.com.

3. How long will it take for WorkPac to consider my request to convert from casual to permanent employment?

WorkPac has seven (7) days to respond to your request to convert.

4. Do I have to convert from casual to permanent employment with WorkPac?

No. Whether you convert from casual to permanent is your choice.

5. Do I get Superannuation paid on all hours worked?

You will get paid Superannuation on all normal rostered hours worked – excluding un-rostered or discretionary overtime.

6. How much annual leave am I entitled to as a permanent employee?

Dependent on your roster, you will be entitled to either 175 hours or 210 hours (for shift workers).

Your annual leave accumulates from year to year.

7. How do I apply for annual leave?

You can apply for Annual Leave by submitting a “Request for Annual Leave Form” to your Recruitment Coordinator or WorkPac Site Contact. These forms are available at Site or from your Recruitment Coordinator.

Applications needs to be lodged four (4) weeks in advance and unless otherwise agreed between you and WorkPac, annual leave needs to be taken in blocks of no less than one (1) week or 35 hours.

8. What rate of pay do I get while on Annual Leave?

You will receive the rate of pay you were being paid immediately prior to commencing leave.

9. How is my annual leave deducted?

The amount of annual leave deducted from your leave balance will be your ordinary hours of your rostered shift.

The WorkPac Group

168 Robertson Street | FORTITUDE VALLEY QLD 4006

Tel: 07 3251 2222 | Fax: 07 3251 2244

Web: www.workpac.com

ACN 111 076 012 | ABN 52 111 076 012

For example, if your ordinary hours in a roster were 10 hours plus 2 hours overtime, you would be paid 10 hours annual leave.

However, as annual leave is an hour-based entitlement, you can request additional hours to be paid out.

10. **Can I “cash out” my annual leave?**

You may apply to WorkPac in writing for your annual leave to be cashed out (i.e. instead of taking the actual time off work).

You cannot apply to have all your Annual Leave cashed out – you must leave at least 175 hours or 210 hours (dependent on roster) of annual leave available after the cashed-out amount is deducted.

11. **How much personal leave (sick/carers) am I entitled to as a permanent employee?**

You are entitled to 105 ordinary hours of personal leave per year.

12. **Am I entitled to a redundancy payment?**

Redundancy is payable in certain situations. The redundancy entitlements in the 2019 Coal EA are as per the Black Coal Award. Generally, this is 3 weeks of ordinary time at the base rate of pay as defined in the EA.

13. **Will WorkPac pay for FTMs tickets and licenses?**

If you are required to maintain a license in order to undertake your role, yes, WorkPac will reimburse you for that expense on the provision of receipts.

14. **Will WorkPac pay for an FTMs prescription safety glasses?**

Yes. If you have worked with WorkPac on a continuous basis for more than 12 weeks, WorkPac will reimburse you up to \$150 for your prescription safety glasses. You will need to provide the receipts to WorkPac.

15. **What classification am I under the new Agreement?**

For any question regarding your classification, please contact your Recruitment Coordinator.

16. **What is my casual pay rate under the new Agreement?**

For any question regarding your casual pay rate, please contact your Recruitment Coordinator.

Please note - this document is intended to provide general advice only. If you require advice in relation to your specific circumstances, please contact your Recruitment Coordinator or WorkPac Site Representative who will be able to assist.

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