



**FRESENIUS
MEDICAL CARE**

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NSW NURSING STAFF

ENTERPRISE AGREEMENT

2024

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2. NAME OF THE AGREEMENT

This Agreement will be known as the Fresenius Medical Care NSW Nursing Staff Enterprise Agreement 2024.

3. APPLICATION OF THIS AGREEMENT

This Agreement covers:

- (a) Fresenius Medical Care Australia Pty Ltd (ACN 067 557 877) (Employer);
and
- (b) All Employees of the Employer in New South Wales who are engaged in a classification in this Agreement (Employee/Employees)

4. RELATIONSHIP BETWEEN THIS AGREEMENT AND OTHER INSTRUMENTS

This Agreement contains terms that are also NES matters. It is not the intention of the parties to exclude the NES or any provision of the NES and it is acknowledged that such terms can only operate in the manner and to the extent prescribed by s. 55 of the Fair Work Act. For absolute clarity, where this Agreement provides an entitlement that is better for an employee than the relevant NES entitlement, the employer will apply the better Agreement provision.

This Agreement is a standalone agreement. It operates to the exclusion of all awards.

5. DEFINITIONS

- (i) 'Board' means the Nursing and Midwifery Board of Australia and shall also be taken to mean a reference to the Australian Health Practitioner Regulation Authority as appropriate/applicable.
- (ii) 'casual employee' means a casual employee in accordance with section 15A of the FW Act.
- (iii) 'FW Act' means the 'Fair Work Act 2009(FW Act) as amended or replaced from time to time.
- (iv) 'FWC' Fair Work Commission.
- (v) 'NES' means the National Employment Standards, a set of minimum conditions contained within the FW Act.
- (vi) 'Union' means the Australian Nursing and Midwifery Federation NSW Branch (ANMF NSW)
- (vii) "Delegate's Organisation" means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected.
- (viii) For the purpose of determining the year of experience for part time or casual employment a year of experience shall be 1786 hours of experience, but no earlier than twelve (12) months at the previous or existing increment.

- (ix) “Eligible Employee” for the purpose of Delegates Rights means eligible employees means members and persons eligible to be members of the union who are employed by the employer
- (x) “Immediate family” is defined as:
 - (xi) a spouse of the employee; or
 - (xii) de facto partner of the employee which:
 - (1) means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes); and
 - (2) includes a former de facto partner of the employee (including a partner of the same sex); or
 - (3) a child or an adult child (including an adopted child, a step child, a foster child or an ex-nuptial child), parent (including a foster parent and legal guardian), grandparent, grandchild or sibling of the employee or spouse or de facto partner (including a partner of the same sex) of the employee; or
 - (4) a relative of the employee who is a member of the same household, where for the purposes of this paragraph:
 - (xiii) "relative" means a person related by blood, marriage or affinity;
 - (xiv) "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - (xv) "household" means a family group living in the same domestic dwelling.
- (xvi) “Medical certificate” means a certificate signed by a registered health practitioner.
- (xvii) “Registered Nurse” means a person registered by the Board as a Registered Nurse.
- (xviii) "Workplace Representatives" includes but is not limited to an ANMF NSW workplace representative or delegate.

6. DATE AND PERIOD OF OPERATION

This Agreement commences operating seven days after it is approved by the FWC and has a nominal expiry date of 30 June 2027. The Agreement will continue to operate until varied, replaced or terminated in accordance with the FW Act.

- (a) The parties to the Agreement agree that discussions will commence for a new Agreement no later than six months prior to the expiry date of this Agreement.

7. POSTING OF THE AGREEMENT

A copy of this Agreement and the NES must be displayed in a conspicuous and convenient place at each site so as to be easily read by all Employees and through electronic means.

- 1) A physical copy of this Agreement and the NES will be placed in a convenient location upon approval by the FWC to ensure they are easily accessible to all Employees.
- 2) In addition, a poster will be displayed explaining how copies of the Agreement and the NES can be accessed online, and encouraging Employees to notify their Manager if the physical copy of the Agreement or NES cannot be located.
- 3) Missing copies of the Agreement or NES will be replaced if these have been removed.

8. WORKLOAD MANAGEMENT STRATEGIES

- (a) The parties agree that appropriate strategies should be implemented to maintain balanced and safe workloads, identify and eliminate unnecessary tasks and recognise the adverse effect that excessive or insufficient workloads may have on Employees.
- (b) Employees' workloads must not exceed reasonable limits and staff and management should have access to a number of avenues to ensure that as changes or new processes are adopted, workloads do not become unreasonable. Employees and management are encouraged to raise and address workload issues as soon and as efficiently as possible through line management, as follows:
 - (i) An issue is raised by reporting and discussing the matter with the immediate in-charge person and by entering the matter through the electronic incident management system;
 - (ii) Once raised and reported in accordance with (b)(i), the matter will be investigated and responded to as soon as reasonably practicable. Any agreed outcome will be recorded in writing;
 - (iii) Where a matter remains unresolved, after the steps set out at (b)(i) and (b)(ii) have been undertaken, it will be escalated to the Regional Operations Manager or delegate. The matter will be responded to within 7 days (unless agreed otherwise).
- (c) If a workload issue remains unresolved, the matter should be dealt with in accordance with Clause 11, Dispute Resolution Procedure.
- (d) Communication

To assist in providing high quality care, where appropriate, Fresenius Medical Care commits to ensuring that:

 - (iv) Patient appointment times are scheduled to start at least 15 minutes after shift start time to allow staff to prepare for patients.
 - (v) Shift times to allow for adequate handover time if required (15 minutes).
 - (vi) New employees to undertake 'buddy shifts' for learning purposes at the beginning of their employment. Employees to undertaking 'buddy

shifts' to be regarded as supernumerary for the purposes of determining staffing levels.

- (vii) Monthly team meetings are scheduled to allow nursing staff to discuss staffing or care concerns.

9. SKILL MIX AND STAFFING LEVELS

- (a) The Employer recognises the requirement for the provision of safe staffing levels through the following:
 - (b) Professional clinical judgement
 - (c) Patient outcomes
- (d) The analysis of data from these sources provides the framework for nursing management to manage individual requirements and set priorities on a shift-by-shift basis. Such strategies also ensure that staffing levels meet patient care requirements.
- (e) The skill mix will aim not to be less than 50:50 registered nurses to enrolled endorsed nurses. The clinics will aim for a 1 - 4 chair ratio per staff member at any one time. For the majority of shifts the nurse to patient ratio will not exceed a maximum of 4 patients for each nurse at any one time. On occasion, where patient acuity and the needs of the clinic allow, one nurse per shift may have 5 patients at any one time with all other nurses on the shift having 4 or less patients at any one time. The responsibility for the higher number of patients will be rotated through the nursing staff.
- (f) Where a short-term unforeseen emergency occurs, for example where a nurse gives notice at the commencement of their rostered shift that they are unable to attend because of illness, Fresenius will take every possible step to fill the vacancy with the same classification to establish the 1 nurse to 4 patient ratio. In such unforeseen short-term emergencies, staffing levels will not exceed 5 patients for each nurse and will take account of patient acuity and the needs of the unit at the time.
- (g) On a 12 hour shift the chair ratio per staff member may vary, but no more than 1 —4, or 1-5 in the circumstances as described at (f) above, at any one time. A maximum of 8 patients in a 12 hour shift, patients may be moved according to the workflow to achieve the ratio.
- (h) Where, in accordance with 8 (c) or (d), a nurse has 5 patients at any time during the course of a shift and where the nurse agrees to the length of the shift being increased, it will be increased. If the original shift was 7 hours an additional paid hour will be available to the nurse (8 hour shift plus 30 minutes unpaid meal break); where the original shift is between 7 and 12 hours the additional paid hours available will be an equivalent amount, for example a shift of 10 hours will have an additional 1 hour 25 minutes available.
- (i) Further, where a nurse has 5 patients at any time, it shall be in conjunction with additional resources (as required and determined in consultation between

the employer and the clinic staff) so as to enable registered staff to concentrate on clinical activities.

10. SECURITY

- (a) The Employer will ensure that adequate measures are in place with regard to the safety and security of Employees at all times. Such measures may include but not be limited to the following:
 - (i) Adequate numbers of suitably qualified nursing staff to safely monitor and assist patients who are, based on a clinical assessment, considered to be a risk to themselves or others;
 - (ii) Adequate numbers of suitably qualified nursing staff commensurate with patient acuity and throughout;
 - (iii) Risk minimisation strategies in consultation with staff.

11. CONSULTATION

- (a) Consultation regarding major workplace change
 - (i) Employer to notify
 - (1) Where the Employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on Employees, the Employer must notify the Employees who may be affected by the proposed changes and their representatives, if any.
 - (2) Significant effects include termination of employment; major changes in the composition, operation or size of the Employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to other work or locations; and the restructuring of jobs. Provided that where this agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.
 - (ii) Employer to discuss change
 - (1) The Employer must discuss with the Employees affected and their representatives, if any, the introduction of the changes referred to in clause 10(a)(i), the effects the changes are likely to have on Employees and measures to avert or mitigate the adverse effects of such changes on Employees and must give prompt consideration to matters raised by the Employees and/or their representatives in relation to the changes.
 - (2) The discussions must commence as early as practicable after a definite decision has been made by the Employer to make the changes referred to in clause 10(a)(i).

- (3) For the purposes of such discussion, the Employer must provide in writing to the Employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on Employees and any other matters likely to affect Employees provided that no Employer is required to disclose confidential information the disclosure of which would be contrary to the Employer's interests.
- (b) Consultation about changes to rosters or hours of work
 - (i) Where an Employer proposes to change an Employee's regular roster or ordinary hours of work, the Employer must consult with the Employee or Employees affected and their representatives, if any, about the proposed change.
 - (ii) The Employer must:
 - (1) provide to the Employee or Employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the Employee's regular roster or ordinary hours of work and when that change is proposed to commence);
 - (2) invite the Employee or Employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
 - (3) give consideration to any views about the impact of the proposed change that are given by the Employee or Employees concerned and/or their representatives.
 - (iii) The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours.
- (c) These provisions are to be read in conjunction with other provisions concerning the scheduling of work and notice requirements.

12. DISPUTE RESOLUTION PROCEDURE

- (a) In the event of a dispute in relation to a matter arising under this Agreement, or the NES (except disputes about whether the Employer had reasonable business grounds under subsection 65(5) or 76(4) of the FW Act), the parties will attempt to resolve the matter at the workplace by discussions between the Employee or Employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the Director of Nursing organises further discussions with the relevant Employee or Employees concerned.
- (b) A party to the dispute may appoint another person, the Union or employee association to accompany and/or represent them in relation to the dispute.
- (c) If a dispute in relation to a matter arising under this Agreement or the NES, is unable to be resolved at the workplace, and all agreed steps for resolving it have been taken, the dispute may be referred to the FWC for resolution by

mediation and/or conciliation, recommendation, and, where the matter in dispute remains unresolved, arbitration where any decision of the FWC is binding on all parties.

- (d) If arbitration is necessary the FWC may exercise the procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective and the parties agree to abide by such a decision and further accept that either party has the right to appeal that decision.
- (e) It is a term of this agreement that while the dispute resolution procedure is being conducted, work will continue normally unless there is reasonable concern about an imminent workplace health and safety issue.

13. BACKGROUND CHECK

Employees agree that the Employer may undertake a criminal record background check prior to Employees commencing employment. Should the results of the criminal record background check be unsatisfactory, the Employer may terminate Employee's employment with immediate effect.

14. TYPES OF EMPLOYMENT

- (a) Employees under this Agreement will be employed in one of the following categories:
 - (i) full-time;
 - (ii) part-time;
 - (iii) casual; or
 - (iv) fixed term.

At the time of engagement, the Employer will inform each Employee in writing whether they are employed on a full-time, part-time or casual basis. An Employer may direct an Employee to carry out such duties that are within the limits of the Employee's skill, competence and training, consistent with the respective classification.

Each new employee will be provided with a copy of the Fair Work Information Statement (FWIS) before, or as soon as possible after, they start their new position.

Each new casual employee will also be provided with a copy of the Casual Employment Information Statement (CEIS).

Each employee who enters a new fixed term contract will be provided with a copy of the Fixed Term Contract Information Statement (FTCIS).

- (b) Full-time employment
 - (i) A full-time Employee is an Employee who is engaged to work 76 ordinary hours per fortnight.
- (c) Part-time employment
 - (i) A part-time Employee is an Employee who is engaged to work less than an average of 76 ordinary hours per fortnight.

- (ii) Before commencing part-time employment, the Employer and Employee will agree in writing the guaranteed minimum number of hours to be worked per fortnight.
 - (iii) The terms of the agreement may be varied by agreement and recorded in writing.
 - (iv) A minimum engagement in a shift for a permanent part time Employee will be five hours inclusive of breaks, except for training days.
 - (v) The terms of this Agreement will apply on a pro rata basis to part-time Employees on the basis that the fortnightly hours for full-time Employees are 76.
 - (vi) Review or Part-time hours
 - (1) At the written request of an Employee, and where the employee is regularly working more than their specified contract hours, they may request that their contracted hours are reviewed by their Manager to reflect the hours regularly worked, which may include moving to full-time employment.
 - (2) Regular hours that exceed an Employee's contract hours will not be incorporated in the adjustment if the increase in hours is a direct result of another Employee being absent on leave (e.g annual leave, long service leave, maternity leave, workers compensation, and personal leave).
 - (3) The Manager will formally respond to the request by the employee within a reasonable timeframe, stating the reasons if the request is not agreed to. Such requests shall not be unreasonably refused, subject to operational requirements.
 - (4) Any adjusted contracted hours resulting from a review, should, however, be such as to readily reflect roster cycles and shift configurations utilised at the workplace.
- (d) Casual employment
- (i) A casual Employee is an Employee engaged as such on an hourly basis.
 - (ii) A casual Employee will be paid an hourly rate equal to the hourly rate appropriate to the-Employee's classification plus a casual loading of 25%.
 - (iii) A casual Employee will be paid a minimum of 5 hours pay for each engagement.
 - (1) A casual Employee will be paid shift allowances calculated on the ordinary rate of pay excluding the casual loading with the casual loading component then added to the penalty rate of pay.

- (2) Overtime penalties rates apply to a casual employee for work in excess of 10 hours in a day or 76 hours in a fortnight and the casual loading shall be cumulative on the overtime penalty rate.
- (iv) The provisions for annual leave, paid personal leave, payment for public holidays not worked and termination shall not apply in the case of a casual Employee.
- (v) Casual Conversion

A casual employee may have a pathway to permanent employment in accordance with the NES. In accordance with the NES, the employer must make an offer to a casual employee under this sub-clause if:

- (1) the employee has been employed by the employer for a period of 12 months beginning the day the employment started; and
- (2) during at least the last 6 months of that period, the employee has worked a regular pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to work as a full-time employee or a part-time employee (as the case may be).

An Employee is also able to request their Employer convert their employment to full or part time (permanent) in some circumstances.

Any dispute over the application of the NES casual conversion provisions may be dealt with in accordance with Clause 12, Dispute Resolution Procedure in this Agreement.

The further details of casual conversion will be in accordance with the NES.

- (e) Fixed Term employment
 - (a) A fixed term Employee is an Employee who is employed for a specified period of time, which period is known at the commencement of the contract, or for a specified task such as a project or replacement of an absent employee
 - (b) Subject to (c) below, Fixed term employment will not be used to fill an ongoing position
 - (c) Examples of where fixed term employment may be appropriate include, but are not limited to:
 - (i) Special Projects
 - (ii) Backfill including for extended leave (such as Parental Leave and Long Service Leave) and to support flexible working arrangements and
 - (iii) Long term absence due to illness or injury.

Notwithstanding (c), in accordance with the Act, fixed term contracts must not be used for the same role beyond two years (including renewal) or two consecutive contracts – whichever is shorter.

15. WAGES

- (a) Wage rates effective from the commencement of this Agreement will be as shown in Appendix A of the Agreement
- (b) The wage increases as set out in appendix A of this Agreement will be payable as follows:
 - (i) From the first full pay period on or after (“FFPPOA”) the date this Agreement is approved by a valid majority of Nurses: a 3% backdated to the FFPPOA 1 January 2024;
 - (ii) 3% increase from the FFPPOA the approval of this Agreement by a valid majority of Nurses. This increase shall be backdated to FFPPOA 1 August 2024, provided that the Agreement is approved by a valid majority of nurses prior to 1 November 2024.
 - (iii) 3.5% increase from the FFPPOA 1 July 2025
 - (iv) 3.25% increase from the FFPPOA 1 July 2026.
- (c) Payment of wages will be by electronic transfer at the end of each fortnightly pay period, along with electronic pay advice slips. Any other form of payment can be at the discretion of the Employer by agreement with the Employee.
- (d) If a normal payroll processing day falls on a public holiday, payment will be processed on the business day prior to that day.

16. SALARY SACRIFICE ARRANGEMENTS

- (a) An Employee may request the Employer to pay amounts to 3rd parties on the Employee's behalf, subject to sub clause (c), and have such amounts deducted from their wages (salary sacrifice). The Employer must act in accordance with such request.
- (b) This arrangement is subject to the current legislative salary sacrifice arrangements with the Australian Taxation Office (ATO).
- (c) Only the following items may be salary sacrificed:
 - (i) Superannuation
 - (ii) A subscription to trade or professional journals
 - (iii) Novated Leases
- (d) Any salary sacrifice request made pursuant to this Clause can be terminated by the Employee providing at least 14 days' notice of termination is given.
- (e) Contributions payable by the employer in relation to the Super Guarantee will be calculated on the salary which would have been received by the employee in absence of any salary sacrifice.
- (f) Allowances, penalty rates, overtime and payment for “cashing out” of unused leave entitlements will be calculated on the employee’s salary before the application of any salary sacrifice arrangements.

17. SUPERANNUATION

- (a) Superannuation legislation, including the Superannuation Guarantee (Administration) Act 1992 (Cth), the Superannuation Guarantee Charge Act 1992 (Cth), the Superannuation Industry (Supervision) Act 1993 (Cth) and the Superannuation (Resolution of Complaints) Act 1993 (Cth), deals with the superannuation rights and obligations of Employers and Employees.
- (b) Under superannuation legislation Employees have the opportunity to choose their own superannuation fund.
- (c) The Employer will calculate superannuation contributions by calendar month (the contribution period) and will remit contributions to the relevant superannuation fund within one month of the contribution period end or in accordance with the relevant fund deed or agreement
- (d) Where an Employee fails to nominate a fund of choice within the first month of commencement of employment, the superannuation payments for that Employee will be placed in the default fund being 'HESTA' which offers a MySuper product. If a new Nurse who is employed by Fresenius does not nominate their own fund, Fresenius will only make contributions into its default fund on behalf of that employee if online searches with the Australian Taxation Office fail to identify a stapled fund previously used by that Nurse.
- (e) The Employer will not use any amount that is salary sacrificed or packaged by an employee to count towards the employer's obligation to pay contributions under the Super Guarantee legislation.

18. LONG SERVICE LEAVE

An Employee's entitlement to long service leave shall be in accordance with the Long Service Leave Act 1955 (NSW).

19. SPAN OF HOURS

- (a) The ordinary hours of work for an Employee will be between 6.00 am and 6.00 pm Monday to Friday.
- (b) A shiftworker is an Employee who is regularly rostered to work their ordinary hours of work outside the ordinary hours of work of an Employee as defined in sub clause (a).

20. HOURS OF WORK - ORDINARY HOURS OF WORK

- (a) The ordinary hours of work for full-time Employees will be 76 hours in any one fortnight or 152 hours per four week cycle, to be worked according to a roster as follows:
 - (i) The shift length or ordinary hours of work per day will be a maximum of 10 hours exclusive of meal breaks, except for a shift which the Employer and Employee agree in writing in advance is a maximum of 12 ordinary hours.

- (ii) The hours of work on any day will be continuous except for meal breaks.
 - (iii) Employees may be offered additional (additional to rostered hours of work) shifts from time to time to meet the change in activity levels. Additional shifts will be worked and rostered by mutual agreement.
- (b) An Employee may, from time to time, be required to work reasonable overtime, where reasonable notice has been provided and where due consideration has been given to Workplace Health and Safety matters and the Employees circumstances. Employees working overtime will be entitled to the overtime provisions according to Clause 23.

21. TWELVE (12) HOUR - SHIFT ROSTER ARRANGEMENTS

- (a) Participation in 12 Hour-Shift Roster
 - (i) An Employee may elect to participate, or not to participate, in the 12 Hour Shift Roster subject to the provisions of this clause. Participation in the 12 Hour Shift Roster is at the sole discretion of the individual Employee. Pressure or coercion to participate or not to participate in the 12 Hour Shift Roster is strictly prohibited.
 - (ii) An Employee who wishes to participate in the 12 Hour Shift Roster shall advise their Manager in writing that they wish to do so. The Employee shall then be entitled to commence working 12-hour shifts in the next roster period, provided that a minimum of 8 weeks' notice is given to the Manager. Earlier commencement to work 12-hour shifts may occur by agreement between the Employee and the Manager.
 - (iii) An Employee may cease working 12-hour shifts by advising the Manager to that effect in writing. A full published roster period of notice to cease working 12-hour shifts should be provided to the Manager except in unusual or exceptional circumstances.
 - (iv) An Employee ceasing 12-hour shifts shall revert to the shift arrangements that applied to that Employee immediately prior to commencing 12-hour shifts, unless otherwise mutually agreed. An Employee without an alternative shift arrangement to 12 hour shifts, and who ceases working 12 hour shifts, will work a roster consistent with the shift length referred to in this Agreement and their contracted hours, unless otherwise mutually agreed.
- (b) Roster Guidelines
 - (i) The 12-hour roster must provide for the following:
 - (1) Work on no more than 2 consecutive days with 3 by mutual agreement
 - (2) No night shifts
 - (3) There shall be no extension of work beyond 12 hours (i.e. no overtime following a 12 hour shift);

(4) There shall be a reasonable distribution of days off between block shifts;

(5) The roster cycle is a period of four weeks;

(ii) Minimum Breaks between Shifts

The minimum break between shifts shall be at least 10 hours to allow sufficient time for rest and recuperation.

(iii) Meal and Tea Breaks

During each day or shift an Employees shall have:

(1) one unpaid 30 minute meal break and

(2) two 30 minute paid tea breaks.

(3) The 12 hours shift is inclusive of paid and unpaid breaks

(iv) Additional Shifts

Except in exceptional circumstances the working of any additional, agreed, unrostered shift by full time Employees participating in the 12-hour roster is not permitted. In exceptional circumstances only, a full time Employee may, by agreement between the Manager and the Employee, work up to one additional shift in any fortnightly work cycle to cover for unplanned Employee absences, subject to all other roster rules. Any such shift shall be overtime with all of the overtime provisions of the Agreement observed.

22. ROSTERING ARRANGEMENTS

- (a) The Employee will be required to work the ordinary hours of work over a 14 day cycle (except for those on the 12 hour shift). In a 14 day cycle the Employee will work up to a maximum of 76 ordinary hours.
- (b) The Employee will be rostered off duty for at least two (2) days per week. Wherever practicable the Employer will roster the Employee off duty for at least two (2) consecutive days unless by agreement otherwise between the Employer and Employee.
- (c) The Employer will provide the Employee with the 2 weeks roster at least 10 days before the commencement of the roster.
- (d) Except as in emergency situations seven days' notice shall be given of a change of roster.
- (e) Starting/finishing times of shifts may vary to accommodate the smooth running of the clinic and subject to operational requirements. 24 hours' notice should be given to roster changes wherever possible.
- (f) The length of a shift may be varied by agreement between the Employer and Employee.
- (g) The required notice period for the cancellation by the Employer of any shift will be 12 hours before commencement of the shift.
- (h) In the event that an agreed shift is cancelled by the Employer without the required notice period being given, the Employee will be entitled to four hours payment.

- (i) In the event of a breakdown of machinery or equipment or a stoppage of work for any cause for which the Employer cannot reasonably be held responsible, the Employee will be entitled to two hours payment.
- (j) The Employer will consult with the Employee regarding the composition of the roster and where possible will adjust the roster to accommodate the requirements of the Employee and operational requirements.

23. REST BETWEEN PERIODS OF ROSTERED WORK

- (a) An Employee will be allowed a break of not less than 10 hours between the termination of work on one day or shift and the commencement of another.
- (b) The 10 hours break may be reduced to a break of not less than 8 hours by agreement between the employee and the Employer under the following circumstances:
 - (i) to permit changes of shift rosters; or
 - (ii) where they are of the opinion the Employee will not be unduly fatigued and the Employee's professional competence not be adversely affected.
- (c) If, on the instruction of the employer, an employee resumes or continues to work without having had ten consecutive hours off duty or the consecutive hours as agreed according to clause 22(b), they will be paid at the rate of double time until released from duty for such period.

24. EMPLOYEE RIGHT TO DISCONNECT

- (a) Unless it is unreasonable to do so, an employee may refuse to monitor, read or respond to contact, or attempted contact, from:
 - (i) their employer outside of the employee's working hours,(2)
 - (ii) a third party if the contact or attempted contact relates to, their work and is outside of the employee's working hours
- (b) An employee's refusal will be unreasonable if the contact or attempted contact is required under a law of the Commonwealth, a State or a Territory.
- (c) The resolution of disputes about whether an employee's refusal is unreasonable and will be dealt with in accordance with the dispute resolution procedure of this agreement.
- (d) The Employer will not take adverse action against an employee because of the employee's right to disconnect.

25. OVERTIME

- (a) Overtime penalty rates
 - (i) The following overtime rates will be paid for hours worked in excess 76 hours per fortnight and on a daily basis in accordance with (ii), (iii) and (iv) below:
 - (1) Monday to Saturday (inclusive)—time and a half for the first two hours and double time thereafter;
 - (2) Sunday—double time; and
 - (3) Public holidays—double time and a half.
 - (ii) Where an employee is rostered to work a shift that is eight or less ordinary hours, overtime rates will be paid for all time that is worked beyond eight hours on that day.
 - (iii) Where an employee is rostered to work a shift that is longer than eight ordinary hours (and up to 12 hours), overtime rates will be paid for all time that is worked beyond the employee's rostered hours on that day.
 - (iv) Where a period of overtime extends beyond midnight, all overtime hours in this period will be regarded as if they had occurred within the one day.
 - (v) Overtime rates under this clause will be in substitution for and not cumulative upon the shift and weekend premiums prescribed in clause 26—Saturday and Sunday work and clause 27—Shift Work.
- (b) Time off instead of payment for overtime
 - (i) By agreement between the Employer and Employee, an Employee may take time off instead of receiving payment for overtime at a mutually agreed time.
 - (ii) The Employee may take one hour of time off for each hour of overtime plus a period of time equivalent to the overtime penalty incurred.

EXAMPLE: an employee who worked 2 overtime hours at the rate of time and a half is entitled to 3 hours' time off.
 - (iii) The Employer will not unreasonably reject an Employee's request to take accrued time in lieu at a time of the Employee's choice.
 - (iv) If the Employee requests at any time to be paid for overtime but not taken as time off, the employer must pay the employee for the overtime, in the next pay period following the request, at the overtime rate applicable to the overtime when worked.
 - (v) An employer will not exert undue influence or undue pressure on an employee in relation to a decision by the employee to make, or not make, an agreement to take time off instead of payment for overtime.
 - (vi) If, on the termination of the employee's employment, time off for overtime worked by the employee has not been taken, the employer

must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.

(c) Rest period after overtime

- (i) When overtime work is necessary, it will, wherever reasonably practicable, be so arranged that Employees have at least 10 consecutive hours off duty between the work of successive days or shifts, including overtime.
- (ii) An Employee, other than a casual Employee, who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day, that they have not had at least 10 consecutive hours off duty between those times, will be released after completion of such overtime, until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (iii) If, on the instruction of the Employer, an Employee resumes or continues to work without having had 10 consecutive hours off duty, they will be paid at the rate of double time until released from duty for such period. The Employee will then be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for rostered ordinary hours occurring during the absence.

(d) Rest break during overtime

An Employee working overtime will take a paid rest break of 20 minutes after each four hours of overtime worked if required to continue to work after the break.

(e) Recall to work

- (i) An Employee who is recalled to work after leaving the Employer's premises will be paid for a minimum of three hours' work at the appropriate overtime rate.
- (ii) The time spent travelling to and from the place of duty will be deemed to be time worked. Except that, where an Employee is recalled within three hours of their rostered commencement time, and the Employee remains at work, only the time spent in travelling to work will be included with the actual time worked for the purposes of the overtime payment.
- (iii) An Employee who is recalled to work will not be obliged to work for three hours if the work for which the Employee was recalled is completed within a shorter period.
- (iv) If an Employee is recalled to work, the Employee will be provided with transport to and from their home or will be refunded the cost of such transport.
- (v) An employee who is required to perform work by the employer via telephone or other electronic communication away from the workplace will be paid at the appropriate overtime rate for a minimum of one hour's work. Multiple electronic requests made and concluded within the same hour shall be compensated within the same one hour's overtime payment. Time worked beyond one hour will be

rounded to the nearest 15 minutes. This is applicable to employees required to be on call and those who are not required to be on-call.

- (f) On call allowance
 - (i) An on call allowance is paid to an employee who is required by the employer to be on call at their private residence, or at any other mutually agreed place.
 - (ii) The employee is entitled to receive the applicable amount set out in the allowances table of Appendix A for each 24 hour period or part thereof. For the purposes of this clause the whole of the on call period is calculated according to the day on which the major portion of the on call period falls.
 - (iii) The on-call period is defined as the normal operating hours of the clinic of the day of the week in question or as requested and mutually agreed.

26. EMPLOYEE INCREMENTAL PAY POINTS

Each Employee will be entitled to increments for service in their classification in accordance with the following scale:

- (a) A full time Employee is entitled to move to the next increment within their level on completion of each twelve months satisfactory service with the Employer, until the maximum wage for that level is attained.
- (b) Incremental progression for part time and casual Employees will occur on the completion of 1786 hours of experience. Progression to the next applicable increment cannot occur earlier than twelve (12) months at the previous or existing increment:
 - (i) A part time or casual Employee who believes an incremental pay point is due for increase they will need to provide to their Manager a certificate of employment of any other Employer showing clearly their hours of work for that Employer.
 - (ii) It is the Employee's responsibility to provide the certificate as per sub clause (i) on time. If an Employee does not provide the certificate on time but produces it in a period longer than six months after the increase, the company will only back pay a maximum of six months period.

27. QUALIFICATION ALLOWANCES

- (a) REGISTERED NURSES—QUALIFICATION ALLOWANCES
 - (i) An Employee, other than a casual Employee, may be eligible to receive the following qualifications allowance on ordinary base earnings, subject to satisfaction of the criteria set out in this clause. Please note these qualifications do not cover basic Registered Nurse qualifications.

- (1) An allowance equivalent to 3% calculated on the appropriate hourly rate of the Registered Nurse, for the hospital certificates, graduate certificates (university based or equivalent) or Diplomas issued by a University or College of Advanced Education prior to the implementation of Graduate Certificates or Graduate Diplomas in relevant nursing practice areas;
- (2) An allowance equivalent to 3.5% calculated on the appropriate hourly rate of the Registered Nurse, for graduate diploma/double degree (university based or equivalent);
- (3) An allowance equivalent to 4.5% calculated on the appropriate hourly rate of the Registered Nurse, for Master's degree;

The allowance is available for Registered Nurses Level 1 and Clinical Nurse.

- (ii) The qualification allowance is only payable to the Employee while they undertake responsibilities that are directly relevant to the prescribed qualification.
- (iii) The qualification allowance is payable to part time Employees on a pro rata basis according to hours worked.
- (iv) The above allowances are to be paid during all periods of leave except personal leave beyond 21 days and long service leave.
- (v) Where an Employee holds two or more relevant qualifications, the allowance is only payable in respect of one qualification. If the Employee holds one qualification of a higher level, that qualification will only be paid to the exclusion of the lower qualification.
- (vi) Employees who believe they may be eligible for payment of a qualification allowance shall make an application to their appropriate Manager and if approved, the allowance will be payable from the date of application. Employees shall be required to provide appropriate supporting documentation attesting to their qualifications. Eligibility will be determined by the relevant Manager. In the case of any dispute related to the Manager's determination please refer to the Dispute Resolution Procedure (clause 11).

(b) ENROLLED NURSES —QUALIFICATION ALLOWANCE

- (i) An Enrolled Nurse, other than a casual Employee, without medication qualification or an Enrolled Nurse or an Enrolled Nurse Special Grade, who holds a Certificate IV qualification shall be paid an allowance of 2.5% calculated on the appropriate hourly rate of the Enrolled Nurse.
- (ii) An Enrolled Nurse, other than a casual Employee, without medication qualification or an Enrolled Nurse or an Enrolled Nurse Special Grade, who holds an Advanced Diploma of Nursing (Enrolled Nursing) shall be paid an allowance of 3% calculated on the appropriate hourly rate of the Enrolled Nurse.
- (iii) Subclauses (b)(i) and (ii) are subject to the following condition:

- (1) The allowance is only payable where the qualification is accepted by the Employer to be directly relevant to the competency and skills used by the Enrolled Nurse or an Enrolled Nurse Special Grade in the duties of the position.

28. SATURDAY AND SUNDAY WORK

- (a) Where a permanent Employee is rostered to work ordinary hours between midnight Friday and midnight Saturday, the Employee will be paid a loading of 50% of their ordinary rate of pay for the hours worked during this period.
- (b) Work done by a casual Employee on a Saturday will be paid 50% loading (inclusive of casual loading).
- (c) Where a permanent Employee is rostered to work ordinary hours between midnight Saturday and midnight Sunday, the Employee will be paid a loading of 75% of their ordinary rate of pay for the hours worked during this period.
- (d) Work done by a casual Employee on a Sunday will be paid 75% loading (inclusive of casual loading).
- (e) Saturday and Sunday work, loading shall be in substitution for and not cumulative upon the shift premiums prescribed in clause 27 —Shift Work.

29. SHIFT WORK

- (a) Employees working all or night shift shall be paid the following percentages in addition to the ordinary rate for such shift.
 - (i) Early afternoon shift commencing at 10am and before 1pm - 10%.
 - (ii) Afternoon shift commencing at 1pm and before 4pm - 12.5%.
 - (iii) Nightshift commencing at 4pm and before 6am — 15%.
- (b) For the purpose of this clause: day, afternoon and night shifts shall be defined as follows:
 - (i) "Day shift" means a shift which commences at or after 6am and before 10am.
 - (ii) "Afternoon shift" means a shift which commences at or after 10am and before 4pm.
 - (iii) "Night shift" means a shift which commences at or after 4pm and before 6am on the day following.

30. IN CHARGE OF SHIFT

- (a) A Registered Nurse Level 1 Employee required to be the 'IC - in charge RN' on any shift for at least five (5) hours shall be paid an additional allowance of 2% of a weekly rate of the maximum pay-point for Level 1 per shift, as set out in Appendix A. This will include any shift where the Clinical Nurse (or higher) is absent from the clinic for five (5) hours or more.

- (b) An Employee shall not be entitled to receive In-Charge Allowance when receiving the Higher Duty allowance under this Agreement.

31. HIGHER DUTIES

A Registered Nurse, who is required to relieve another Registered Nurse in a higher classification than the one in which they are ordinarily employed will be paid at the lowest incremental level of that higher classification rate provided the relieving is for a period of 5 consecutive days, or more and where they will be paid for the whole period.

32. UNIFORM AND LAUNDRY ALLOWANCE

- (a) Employees are required by the Employer to wear the Employer's uniform which consists of a distinctive blouse/shirt with the Employer's logo, and the Employer requests that the Employee wears blue trousers or a blue skirt of the Employee's choice.
- (b) Upon commencement of employment, the Employer will provide the Employee with uniform blouses/ shirts as follows (based on contracted hours):
 - (i) Full-time and 0.7 FTE —3 tops;
 - (ii) Part-time of 0.6 FTE and below-2 tops; and
 - (iii) Casual — 1 top.
- (c) Uniforms be replaced on a reasonable 'fair wear and tear, as needs' basis
- (d) If an Employee ceases their employment with the Employer, the Employer will have the right to request the return of the provided uniform items.
- (e) The Employee shall be paid a laundry allowance in accordance with Appendix A per 38 hour week, prorated on hours worked.

33. BREAKS

- (a) Meal breaks
 - (i) An Employee who works in excess of five hours will be entitled to an unpaid meal break of not less than 30 minutes and not more than 60 minutes. Provided that, an Employee engaged to work a shift of six hours or less may mutually agree with the Employer to forgo the unpaid meal break.
 - (ii) The time of taking the meal break may be varied by agreement between the Employer and Employee.
 - (iii) Where an employee is required to remain available during a meal break, the employee be paid at the applicable overtime rate of pay for the duration of the meal break. The period will not count as time worked when calculating ordinary hours for the purposes of overtime or penalties.

- (iv) Where an Employee is required by the Employer to perform work or is recalled to duty during a meal break (Interrupting Work), the Employee will be paid overtime for all time worked until the meal break (or the balance of the meal break) is taken. Unless authorised otherwise by the Employer, the Employee must immediately commence their meal break (or the remainder of such meal break) upon the conclusion of the Interrupting Work.
- (b) Tea breaks
 - (i) Every Employee will be entitled to a paid 10 minute tea break in each four hours worked at a time to be agreed between the Employee and Employer.
 - (ii) Subject to agreement between the Employer and Employee, such breaks may alternatively be taken as one 20 minute tea break.
 - (iii) Tea breaks will count as time worked.

34. MEAL ALLOWANCE

- (a) An Employee will be supplied with an adequate meal where an Employer has adequate cooking and dining facilities or be paid a meal allowance in accordance with Appendix A in addition to any overtime payment as follows:
 - (i) when the overtime work on any shift exceeds one hour.
 - (ii) provided that where such overtime work exceeds four hours a further meal allowance in accordance with Appendix A will be paid.
- (b) Sub clause (a) will not apply when an Employee could reasonably return home for a meal within the meal break.

35. TRAVELLING, TRANSPORT AND FARES

- (a) An Employee required and authorised to use their own motor vehicle in the course of their duties will be paid an allowance of not less than \$0.99 Tper kilometre. This allowance will be increased to equal the equivalent allowance in the Nurses Award 2020.
- (b) When an Employee is involved in travelling on duty, if the Employer cannot provide the appropriate transport, all reasonably incurred expenses in respect to fares, meals and accommodation will be met by the Employer.
- (c) Provided further that the Employee will not be entitled to reimbursement for expenses referred to in sub clause (b) which exceed the mode of transport, meals or the standard of accommodation agreed with the Employer for these purposes.

36. ANNUAL LEAVE

Annual leave is provided for in the NES. This clause contains additional provisions.

- (a) Quantum of annual leave
 - (i) In addition to the entitlements in the NES, an Employee is entitled to an additional week of annual leave on the same terms and conditions.
 - (ii) For the purpose of the additional weeks annual leave provided by the NES, a shiftworker is defined as an Employee who:
 - (1) is regularly rostered over seven days of the week; and
 - (2) works on weekends.
 - (iii) To avoid any doubt, this means that an Employee who is not a shiftworker for the purposes of clause 34.1(b) above is entitled to five weeks of paid annual leave for each year of service with their Employer, and an Employee who is a shiftworker for the purposes of clause 34.1(b) above is entitled to six weeks of paid annual leave for each year of service with their Employer.
- (b) Annual leave loading
 - (i) 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 pay on a maximum of 152 hours/four weeks annual leave per annum.
 - (ii) Shiftworkers, in addition to their ordinary pay, will be paid the higher of:
 - (1) an annual leave loading of 17.5% of ordinary pay; or
 - (2) the weekend and shift penalties the Employee would have received had they not been on leave during the relevant period.
- (c) Taking of leave
 - (i) Annual leave may be taken for a period agreed between an employee and the employer. The employer must not unreasonably refuse to agree to a request by an employee to take paid annual leave and will respond promptly to requests.
 - (ii) If the period during which an employee takes paid annual leave includes a day or part-day that is a public holiday in the place where the employee is based for work purposes, the employee is taken not to be on paid annual leave on that public holiday or portion of that day that is a public holiday.
- (d) Excessive annual leave accruals
 - (i) If an Employee has an excessive leave accrual, the Employer or the Employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual. An Employee has an excessive leave accrual if the

Employee has accrued more than 10 weeks paid annual leave (or 12 weeks paid annual leave for a shiftworker, as defined in clause 36(a)(ii)).

- (ii) If no agreement can be reached the Employer may direct the employee in writing to take one or more periods of paid annual leave.
- (iii) Before the Employer directs an Employee to take leave, the Employer will give the Employee a reasonable opportunity to submit a plan to reduce their total annual leave accrued balance to not more than 6 weeks within a period of six months.
- (iv) In addition, the Employer will not unreasonably refuse to agree to an Employee's request to retain more than 6 weeks annual leave for an extended vacation at a future time. Such an agreement is to be in writing.
- (v) Any direction to take annual leave by the Employer:
 - (1) must not result in the Employee's remaining accrued annual leave being less than 6 weeks when other paid annual leave arrangements are taken into account;
 - (2) must be given with not less than eight weeks' and no more than 12 months' notice to the Employee;
 - (3) must not require the Employee to take any period of paid annual leave of less than one week; and
 - (4) must not be inconsistent with any leave arrangement agreed by the Employer and the Employee.
- (vi) If an Employee has genuinely tried to reach agreement with the Employer under 36(d)(i) but agreement is not reached (including because the Employer refuses to confer), the Employee may give a written notice to the Employer requesting to take one or more periods of paid annual leave if:
 - (1) the Employee has had an excessive leave accrual for more than 6 months at the time of giving the notice; and
 - (2) the Employee has not been given a direction under clause 36.4 that, when all other paid annual leave arrangements are taken into account, would eliminate the employee's excessive leave accrual.
- (vii) A notice given by an Employee under paragraph (vi) must not:
 - (1) if granted, result in the employee's remaining accrued entitlement to paid annual leave being at any time less than 6 weeks when all other paid annual leave arrangements are taken into account; or
 - (2) provide for the employee to take any period of paid annual leave of less than one week; or

- (3) provide for the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the notice is given; or
 - (4) be inconsistent with any leave arrangement agreed by the Employer and Employee;
 - (5) be for more than 5 weeks' paid annual leave (or 6 weeks' paid annual leave for a shiftworker as defined in 36(a)(ii)).
- (viii) The Employer must grant paid annual leave requested by a notice under sub-clause (vi).
- (e) Payment of annual leave on termination
On the termination of their employment, an Employee will be paid their untaken annual leave including annual leave loading.
- (f) Pay in lieu of an amount of annual leave
Upon receipt of a written request by an Employee, the Employer may authorise the Employee, in a separate written agreement, to receive pay in lieu of an amount of annual leave.
 - (i) Paid annual leave must not be cashed out if the cashing out would result in the Employee's remaining accrued entitlement to paid annual leave being less than 4 weeks; and
 - (ii) Where an Employee forgoes an entitlement to take an amount of annual leave, the Employee must be paid at least the full amount that would have been payable to the Employee had the Employee taken the leave that the Employee has forgone.

37. PUBLIC HOLIDAYS

- (a) The following are NSW state declared Public Holidays: Easter Sat, Easter Sun and Labour Day and shall be observed in accordance with NES in addition to the prescribed Public Holidays: New Years Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day.
- (b) Employees (other than casual Employees) who would "normally work" on the day of the public holiday and are not required to work on such day will be paid at ordinary rates of pay as if they had worked their normal number of hours on that day.
- (c) To clarify the term "normally work" on sub clause (b), and to be paid for a PH not worked nursing staff will need to have worked greater than 50% of the day of the week that the PH falls on during the year.
- (d) The Employer may request an Employee to work on a particular public holiday. An Employee who, without the consent of the Employer or without reasonable cause such as personal/carers leave, is absent from work on a public holiday after agreeing to work on a public holiday, is not entitled to any payment for such public holiday.

- (e) All work done by an Employee (other than casual Employees) during their ordinary shifts on a public holiday, including a substituted day, will be paid at double time and a half (250%) of their ordinary rate of pay.
- (f) All work done by a casual Employee during their ordinary shifts on a public holiday will be paid at the rate of 250% (inclusive of casual loading).
- (g) In addition to the public holidays prescribed under sub clause (a) of this clause, there shall be an extra public holiday each year. Such public holiday will occur on the 31st December, if this date falls on a weekend then it will move to the Friday before. This sub clause shall apply in substitution for any additional local public holiday or half public holiday proclaimed in a local government area.
- (h) Public Holiday loading will be in substitution for and not cumulative upon the Saturday and Sunday Work premiums prescribed in clause 26.
- (i) If an Employee takes paid annual leave during a period that includes a public holiday, the Employee is taken to not be on paid annual leave on that day.

38. PERSONAL / CARERS AND COMPASSIONATE LEAVE

Personal/carer's and compassionate leave are provided for in the NES.

39. PARENTAL LEAVE

An Employee is entitled to Unpaid Parental Leave provided for in the NES. This clause contains additional provisions:

- (a) An Employee is entitled to Parental Leave if the leave is associated with:
 - (i) The birth of a child, being a child who is born to the Employee or the Employee's spouse or de facto partner;Or
 - (ii) The placement of a child with the Employee for adoption.
- (b) For the purposes of this clause:
 - (i) An Employee is to include both full time and part time Employees.
 - (ii) Paid Parental Leave can only be accessed by an Employee who is the primary care giver of a newly born or newly adopted child.
 - (iii) An Employee must have completed twelve (12) months continuous service immediately prior to the commencement of a leave entitlement under this clause.
- (c) Parental Leave for the primary care giver will include twelve (12) weeks (based on contracted hours) paid leave at the rate of the classification the Employee holds when commencing the leave, and 40 weeks unpaid leave.
- (d) Parental Leave is to be paid upon commencement of the leave as a single sum or the Employee may request that this payment be paid over a period of twelve (12) weeks at full pay, or taking twenty four (24) weeks at half-pay

following the taking of such leave, or in another way agreed to by the Employer during such period of leave.

- (e) In the case of an Employee who in the opinion of an appropriate medical practitioner had reduced the number of hours worked due to their pregnancy, the rate of pay and conditions will be no less favourable than their substantive position until the commencement of maternity leave.
- (f) Where an Employee has received payment in accordance with this clause, and the pregnancy subsequently results in stillbirth, the Employee is entitled to take such leave to a maximum period of six (6) weeks, subject to the following:
 - (i) Where an Employee is paid for the full eight week period in advance and the Employee returns to work before the end of the period of leave, the Employee and the Employer will agree on how the balance of the leave will be credited to the Employer. The Employer will not cause additional hardship to an Employee and will give compassionate consideration to the Employee when considering an agreement in such circumstances;
 - (ii) Where an Employee commences half paid leave and returns to work prior to the expiration of such leave, the Employee will be paid a further amount equal to the difference between the half pay paid for the period of maternity leave taken and full pay for the for the period of maternity leave taken.
- (g) Paternity /Partner Leave: where a parent is not the primary caregiver of the child, they may apply for two (2) weeks' paid paternity or partner leave (based on contracted hours), this leave is to be taken within one month of their child's birth or adoption date and it will be paid at the rate of the classification the Employee holds when commencing the leave.
- (h) During unpaid parental leave, accrual of leave types such as annual leave and personal/carer's leave will be suspended.
- (i) Paid personal/carer's leave, compassionate leave and paid community service leave is not available during parental leave.
- (j) Superannuation contributions are suspended during the unpaid parental leave period as per the superannuation legislation. All leave and superannuation entitlements recommence once the Employee returns to work.
- (k) Absence on paid parental leave will count as service for all employment purposes.

40. CEREMONIAL LEAVE

An Employee who is legitimately required by Aboriginal or Torres Strait Islander tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes will be entitled to up to ten working days unpaid leave in any one year, with the approval of the Employer.

41. COMMUNITYSERVICE LEAVE

Community service leave is provided for in the NES.

42. TRAINING AND STAFF DEVELOPMENT

- (a) The Employer recognises that the achievement of increased productivity and effectiveness requires that Employees have opportunities to attend relevant training and education programs and to effectively utilise the training provided to them.
- (b) The Employer will provide financial assistance to the Employee for approved study courses, training programs and other professional development, e.g. conferences. An Employee will be able to apply to their manager for funding assistance. The allocation of funding will be on a merit based system which reflect the priorities of the Clinic, the value of the programme and the personal training needs of the Employee, the number of applications and the nature of the assistance sought. Assistance will be provided on an equitable basis to all interested Employees.
- (c) A Full-time Employee will be entitled to 24 hours of paid professional development leave per annum. The hours of leave will be paid on a pro-rata basis to part-time Employees based on their contracted hours.
 - (i) Self — directed learning and development is a recognized form of training and education
 - (ii) Membership and active participation in the relevant professional bodies is strongly encouraged
 - (iii) Commitment to Clinic quality activities is encouraged
- (d) Professional Development also encompasses study leave: undertaking and/or preparing for examinations in a course of study.
- (e) Mandatory training
 - (i) Is normally conducted during a rostered shift, and is paid work for the purposes of overtime under this Agreement and is provided by the Employer.
 - (ii) At the request of the employee, study leave may be utilised for mandatory training where an employee is unable to undertake the training during a rostered shift.
 - (iii) Where a part-time or casual employee provides evidence satisfactory to the employer, mandatory training undertaken externally shall be recognised.
- (f) Professional development training can be applied for in periods of no less than 1 hour.

43. NURSING BOARD REGISTRATION

- (a) All Employees must have a current registration with the Board.
- (b) If an Employee does not renew their registration by the expiry date or within the following one-month, the registration will lapse and the Employer may terminate their employment.
- (c) A copy of the nursing registration is kept at the clinic where the Employee works in. It is the responsibility of the Employee to ensure that a copy is provided on renewal to their Manager.
- (d) An Employee (other than a casual) with minimum contracted hours of 45 per fortnight will be reimbursed for the full amount of registration paid in their next pay period after the claim has been submitted.

44. INDIVIDUAL FLEXIBILITY ARRANGEMENT

- (a) The Employer and an Employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
 - (i) the agreement deals with 1 or more of the following matters:
 - (1) arrangements about when work is performed;
 - (2) overtime rates;
 - (3) penalty rates;
 - (4) allowances;
 - (5) leave loading; and
 - (ii) the arrangement meets the genuine needs of the Employer and Employee in relation to 1 or more of the matters mentioned in paragraph (i); and
 - (iii) the arrangement is genuinely agreed to by the Employer and Employee.
- (b) The Employer must ensure that the terms of the individual flexibility arrangement:
 - (i) are about permitted matters under section 172 of the Fair Work Act 2009; and
 - (ii) are not unlawful terms under section 194 of the Fair Work Act 2009; and
 - (iii) result in the Employee being better off overall than the Employee would be if no arrangement was made.
- (c) The Employer must ensure that the individual flexibility arrangement:
 - (i) is in writing; and
 - (ii) includes the name of the Employer and Employee; and

- (iii) is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
- (iv) includes details of:
 - (1) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (2) how the arrangement will vary the effect of the terms; and
 - (3) how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
- (v) states the day on which the arrangement commences.
- (d) The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (e) The Employer or Employee may terminate the individual flexibility arrangement:
 - (i) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (ii) if the Employer and Employee agree in writing at anytime.
- (f) (6) Requests for flexible working arrangements

Requests for flexible working arrangements are provided for in the NES.

45. TERMINATION OF EMPLOYMENT

Notice of termination is provided for in the NES.

- (a) Notice of termination by an Employee

The notice of termination required to be given by an Employee is the same as that required of the Employer except that there is no requirement on the Employee to give additional notice based on the age of the Employee concerned.

If an employee who is at least 18 years old does not give the period of notice required under this clause, then the employer may deduct from wages due to the employee under this Agreement an amount that is no more than one week's wages for the employee.
- (b) Job search entitlement

Where the 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.

46. REDUNDANCY

Redundancy pay is provided for in the NES.

(a) Transfer to lower paid duties

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 and the Employer may, at the Employer's option, make payment instead of an amount equal to the difference between the former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing.

(b) Employee leaving during notice period

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 under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

(c) Job search entitlement

(i) 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.

(ii) If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee must, at the request of the Employer, 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.

47. RECOVERY OF OVERPAYMENTS

(a) Any overpayment will be repaid to the Employer within a reasonable period of time.

(b) Where an overpayment is identified and proven, the Employer will provide the Employee with the written details of the overpayment and notify the Employee of their intent to recover the overpayment

(c) Where the Employee accepts that there has been an overpayment, arrangements for the recovery of the overpayment will be negotiated between the Employer and Employee.

(d) If the Employee disputes the existence of an overpayment and the matter is not resolved within a reasonable period of time, the matter should be dealt with in accordance with Clause 12- Dispute Resolution Procedure.

(e) Nothing in this clause shall be taken as precluding the Employer's legal right to pursue recovery of overpayments.

48. LEAVE TO DEAL WITH FAMILY AND DOMESTIC VIOLENCE

(a) This clause applies to all Employees, including casuals.

(i) Definitions

In this clause:

- (1) 'family and domestic violence' means violent, threatening or other abusive behaviour by a family member of an Employee that seeks to coerce or control the Employee and that causes them harm or to be fearful.
- (2) 'family member' means:
 - i. a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or
 - ii. a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee; or
 - iii. a person related to the Employee according to Aboriginal or Torres Strait Islander kinship rules.
- (3) A reference to a 'spouse' or 'de facto partner' in the definition of family member includes a former spouse or de facto partner.

(b) Entitlement to leave

(i) An Employee is entitled to 10days' leave to deal with family and domestic violence, as follows:

- (1) The entitlement to leave is paid for full and part time employees and unpaid for casual employees;
- (2) the leave is available in full at the start of each 12 month period of the Employee's employment; and
- (3) the leave does not accumulate from year to year;

(ii) A period of leave to deal with family and domestic violence may be less than a day by agreement between the Employee and the Employer.

(iii) The Employer and Employee may agree that the Employee may take additional unpaid leave to deal with family and domestic violence.

(c) Taking leave to deal with family and domestic violence

(i) An Employee may take leave to deal with family and domestic violence if the Employee:

- (1) is experiencing family and domestic violence; and
- (2) needs to do something to deal with the impact of the family and domestic violence and it is impractical for the Employee to do that thing outside their ordinary hours of work.
- (3) The reasons for which an Employee may take leave include making arrangements for their safety or the safety of a family

member (including relocation), attending urgent court hearings, or accessing police services.

(d) Service and continuity

- (i) The time an Employee is on paid or unpaid family and domestic violence leave does not break the Employee's continuity of service
- (ii) Paid leave to deal with family and domestic violence counts as service for all purposes.
- (iii) Unpaid leave to deal with family and domestic violence:
 - (1) counts as service for requests for flexible working arrangements, parental leave and related entitlements and for notice of termination or payment in lieu of notice.
 - (2) does not count as service for other purposes.

(e) Notice and evidence requirements

- (i) Notice
 - (1) An Employee must give the Employer notice of the taking of leave by the Employee under this clause. The notice:
 - i. must be given to the Employer as soon as practicable (which may be a time after the leave has started); and
 - ii. must advise the Employer of the period, or expected period, of the leave.
- (ii) Evidence
 - (1) An Employee who has given the Employer notice of the taking of leave under this clause must, if required by the Employer, give the Employer evidence that would satisfy a reasonable person that the leave is taken for the purpose specified in clause (c).
 - (2) Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.

(f) Confidentiality

- (i) Employers must take steps to ensure information concerning any notice an Employee has given, or evidence an Employee has provided under clause (e), is treated confidentially, as far as it is reasonably practicable to do so.
- (ii) Nothing in clause (f) prevents the Employer from disclosing information provided by an Employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the Employee or another person.

Note: Information concerning an Employee's experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the

Employee. The Employer may consult with such Employees regarding the handling of this information.

- (g) Arrangements
 - (i) An Employee's entitlement to take leave for family and domestic violence is subject to the arrangements set out in this clause.

49. WORKPLACE DELEGATES RIGHTS

49.1 Clause 49 provides for the exercise of the rights of workplace delegates set out in section 350C of the Act.

49.2 Before exercising entitlements under clause 49, a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. The workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

49.3 An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

49.4 Right of representation

A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:

- (a) consultation about major workplace change;
- (b) consultation about changes to rosters or hours of work;
- (c) resolution of disputes;
- (d) disciplinary processes;
- (e) enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the Act or is assisting the delegate's organisation with enterprise bargaining; and
- (f) any process or procedure within an award, enterprise agreement or policy of the employer under which eligible employees are entitled to be represented and which concerns their industrial interests.

49.5 Entitlement to reasonable communication

- (a) A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests under clause 49.4.4. This includes discussing membership of the delegate's organisation and representation with eligible employees.
- (b) A workplace delegate may communicate with eligible employees during working hours or work breaks, or before or after work.

49.6 Entitlement to reasonable access to the workplace and workplace facilities

(a) The employer will provide a workplace delegate with access to or use of the following workplace facilities:

- (i) a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible employees;
- (ii) a physical or electronic noticeboard;
- (iii) electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible employees and by eligible employees to communicate with each other, including access to Wi-Fi;
- (iv) a lockable filing cabinet or other secure document storage area; and
- (v) office facilities and equipment including printers, scanners and photocopiers.

(b) The employer is not required to provide access to or use of a workplace facility under clause 49.6(a) if:

- (i) the workplace does not have the facility;
- (ii) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
- (i) the employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

49.7 Entitlement to reasonable access to training

A workplace delegate will have access to up to 5 days of paid time during normal working hours for initial training and at least one day each subsequent year, to attend training related to representation of the industrial interests of eligible employees, subject to the following conditions:

- (a) In each year commencing 1 July, the employer is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible employees.
- (b) The number of eligible employees will be determined on the day a delegate requests paid time to attend training, as the number of eligible employees who are:
 - (i) full-time or part-time employees; or
 - (ii) regular casual employees.
- (c) Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to work on that day if the delegate had not been absent from work to attend the training.
- (d) The workplace delegate must give the employer not less than 5 weeks' notice (unless the employer and delegate agree to a shorter period of notice) of the dates, subject matter, the daily start and finish times of the training, and the name of the training provider.
- (e) If requested by the employer, the workplace delegate must provide the employer with an outline of the training content.
- (f) The employer must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the

workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.

(g) The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

49.8 Exercise of entitlements under clause 49

(a) A workplace delegate's entitlements under clause 49 are subject to the conditions that the workplace delegate must, when exercising those entitlements:

- (i) comply with their duties and obligations as an employee;
- (ii) comply with the reasonable policies and procedures of the employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;
- (iii) not hinder, obstruct or prevent the normal performance of work; and (iv) not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.

(b) Clause 49 does not require the employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible employees.



(c) Clause 499 does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

NOTE: Under section 350A of the Act, the employer must not:

- (a) unreasonably fail or refuse to deal with a workplace delegate; or
- (b) knowingly or recklessly make a false or misleading representation to a workplace delegate; or
- (c) unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the Act or clause 49.

50. SIGNATORIES

Signed on behalf of Fresenius Medical Care Australia Pty Ltd:

SIGNED BY	
Signed by:	
<small>1A4199718D234C4...</small>	
Signature	Witness Signature
<u>Louisa Moloney</u>	<u>Allesa Lancaster</u>
Name	Witness Name
<u>671 Gympie Rd, Chermside QLD 4032</u>	<u>Suite 1065, 189 Queen Street Melbourne, VIC 3000</u>
Address Chermside	Witness Address

Regional Head of Operations Australia

<u>Capacity to sign</u>	
<u>11/7/2024</u>	<u>7 Nov 2024</u>
Date	Date

Signed on behalf of the Employees:

<u>Signature</u>	<u>Witness Signature</u>
<u>Name</u>	<u>Witness Name</u>
<u>Address</u>	<u>Witness Address</u>

Employee Representative, Capacity to sign and position title

<u>Date</u>	<u>Date</u>
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51. APPENDIX A - WAGE RATES AND ALLOWANCES

	Increase*	Current	3.00%	3.00%	3.50%	3.25%
Wages	First full pay period on or after	1-Dec-22	1 Jan 2024'	1 Aug 24 / Approval	1 July '25	1 July '26
Enrolled Nurse	1st year	\$32.34	\$ 33.31	\$ 34.31	\$ 35.51	\$ 36.66
	2nd year	\$33.03	\$ 34.02	\$ 35.04	\$ 36.27	\$ 37.45
	3rd year	\$33.73	\$ 34.74	\$ 35.78	\$ 37.03	\$ 38.23
	4th year	\$34.44	\$ 35.47	\$ 36.53	\$ 37.81	\$ 39.04
	5th year, thereafter	\$35.15	\$ 36.20	\$ 37.29	\$ 38.60	\$ 39.85
EN Special		\$36.22	\$ 37.31	\$ 38.43	\$ 39.78	\$ 41.07
Registered Nurse Level 1	1st year	\$35.88	\$ 36.96	\$ 38.07	\$ 39.40	\$ 40.68
	2nd year	\$37.83	\$ 38.96	\$ 40.13	\$ 41.53	\$ 42.88
	3rd year	\$39.78	\$ 40.97	\$ 42.20	\$ 43.68	\$ 45.10
	4th year	\$41.88	\$ 43.14	\$ 44.43	\$ 45.99	\$ 47.48
	5th year	\$43.96	\$ 45.28	\$ 46.64	\$ 48.27	\$ 49.84
	6th year	\$45.99	\$ 47.37	\$ 48.79	\$ 50.50	\$ 52.14
	7th year	\$48.4	\$ 49.85	\$ 51.35	\$ 53.15	\$ 54.88
	8th year	\$50.39	\$ 51.90	\$ 53.46	\$ 55.33	\$ 57.13
RN 2 - Clinical Nurse	1st year	\$52.43	\$ 54.00	\$ 55.62	\$ 57.57	\$ 59.44
	2nd year	\$54.44	\$ 56.07	\$ 57.75	\$ 59.77	\$ 61.71
	3rd year	\$56.45	\$ 58.14	\$ 59.88	\$ 61.98	\$ 63.99
Registered Nurses Level 3	NEW	\$57.74	\$ 59.47	\$ 61.25	\$ 63.39	\$ 65.45
Allowances						
	Increase*	Current	3.00%	3.00%	3.50%	3.25%
First full pay period on or after		1-Dec-22	1 Jan 2024'	1 Aug 24 / Approval	1 July '25	1 July '26
Laundry (per week)		\$7.44	\$ 7.66	\$ 7.89	\$ 8.17	\$ 8.44
In Charge of Shift		\$38.29	\$ 39.44	\$ 40.62	\$ 42.04	\$ 43.41
Meal allowance 1 hour OT or 4 hour OT		\$13.47	\$ 16.20	\$ 16.69	\$ 17.27	\$ 17.83
Meal allowance 4 hour OT		\$13.47	\$ 14.60	\$ 15.04	\$ 15.57	\$ 16.08
Motor vehicle allowance (\$/km)			\$ 0.99	\$ 1.02	\$ 1.06	\$ 1.09
On call allowance (per 24 hour period)						
Monday to Friday		\$23.38	\$ 26.43	\$ 27.22	\$ 28.17	\$ 29.09
Saturday		\$35.22	\$ 39.82	\$ 41.01	\$ 42.45	\$ 43.83
Sunday / public holiday		\$41.09	\$ 46.45	\$ 47.84	\$ 49.51	\$ 51.12

* increases effective on first full pay period on or after the date specified

52. APPENDIX B - CLASSIFICATION DEFINITIONS

(for more detailed information refer to job descriptions)

Each Employee will be appointed to a classification based on their position, qualification and level of experience. Experience for the purposes of determining the appropriate classification and pay point on appointment for Registered Nurses means paid service whether in Australia or internationally as a registered nurse or enrolled nurse.

An Employee seeking recognition of international experience will provide documentary evidence of previous registration, relevant service and experience. Such documentary evidence must be satisfactory to the Nursing and Midwifery Board of Australia and AHPRA

If an Employee provides satisfactory documentary evidence of other previous relevant service or experience not disclosed at the time of commencement, the Employee shall be paid at the ordinary rate of pay appropriate for the previous relevant service or experience then proved, but only from the date of providing acceptable evidence to the Employer.

Enrolled Nurse (EN) means an associate to the Registered Nurse who demonstrates competence in the provision of patient centred care as specified by the registering authorities' license to practice, educational preparation and context of care. The Enrolled Nurse works under the direction and supervision of the Registered Nurse. At all times, the enrolled nurse retains responsibility for their actions and remains accountable in providing delegated patient care.

Registered Nurse—Level 1 (RN L1)

An Employee at this level performs their duties according to their level of competence; and under the general guidance of, or with general access to a more competent registered nurse (RN) who provides work related support and direction. At all times, registered nurses (level 1) accept accountability for their own standards of nursing care and service delivery and responsibility for their actions.

An Employee at this level is required to perform general nursing duties which include substantially, but are not confined to:

- being responsible to deliver patient centred care within the haemodialysis setting in accordance with the organisational core values / standards of practice and codes and guidelines as set out by APHRA
- provide support to the Dialysis Clinic Manager by participating in the clinical, management, education and quality activities of staff and patients within the clinic
- being a team member by performing duties relating to direct and indirect patient care whilst promoting the values, missions and goals of the clinic and company, constantly working towards their achievement
- provide support, direction and education to newer or less experienced staff, including EN's.

Registered Nurse—Level 2 (Clinical Nurse)

An Employee at this level holds any other qualification required for working in the haemodialysis setting and is appointed as such by a selection process or by reclassification from a lower level when the Employee is required to perform the duties detailed in this subclause on a continuing basis. At all times, registered nurses (Level 2) accept accountability for their own standards of nursing care and service delivery and responsibility for their actions.

This position is in charge of the clinic if a higher Registered Nurse or Dialysis Clinic Manager is absent from the clinic for 5 hours or more in any shift.

In addition to the duties of an RN L1., an Employee at this level is required to:

- provide support, direction, orientation and education to RN L1., EN's, and AIN's
- act as a role model in the provision of holistic care to patients in the haemodialysis setting
- be responsible for planning and coordinating services relating to a particular group of patients in the haemodialysis setting, as delegated by the Dialysis Clinical Manager
- participate in quality assurance programs and policy development within the haemodialysis setting.

Registered Nurse—Level 3

An employee at this level:

- (a) holds any other qualification required for working in the employee's particular practice setting; and
- (b) is appointed as such by a selection process or by reclassification from a lower level when that the employee is required to perform the duties detailed on a continuing basis.
- (c) An employee at this level may also be known as a Clinical nurse consultant, Nurse manager or Nurse educator.
- (d) In addition to the duties of an RN2, an employee at this level will perform the following duties in accordance with practice settings and patient or client groups:

Duties of a Clinical nurse consultant will substantially include, but are not confined to:

- providing leadership and role modelling, in collaboration with others including the Nurse manager and the Nurse educator, particularly in the areas of action research and quality assurance programs;
- staff and patient/client education;
- staff selection, management, development and appraisal;
- participating in policy development and implementation;
- acting as a consultant on request in the employee's own area of proficiency; for the purpose of facilitating the provision of quality nursing care;

- coordinating, and ensuring the maintenance of standards of the nursing care of a specific group or population of patients or clients within a practice setting; and
- coordinating or managing nursing or multidisciplinary service teams providing acute nursing and community services.

Duties of a Nurse manager will substantially include, but are not confined to:

- providing leadership and role modelling, in collaboration with others including the Clinical nurse consultant and the Nurse educator, particularly in the areas of action research and quality assurance programs;
- staff selection and education;
- allocation and rostering of staff;
- occupational health;
- initiation and evaluation of research related to staff and resource management;
- participating in policy development and implementation;

acting as a consultant on request in the employee's own area of proficiency (for the purpose of facilitating the provision of quality nursing care);

- being accountable for the management of human and material resources within a specified span of control, including the development and evaluation of staffing methodologies; and
- managing financial matters, budget preparation and cost control in respect of nursing within that span of control.

Duties of a Nurse educator will substantially include, but are not confined to:

- providing leadership and role modelling, in collaboration with others including the Clinical nurse consultant and the Nurse manager, particularly in the areas of action research;
- implementation and evaluation of staff education and development programs;
- staff selection;
- implementation and evaluation of patient or client education programs;
- participating in policy development and implementation;
- acting as a consultant on request in the employee's own area of proficiency (for the purpose of facilitating the provision of quality nursing care); and
- being accountable for the assessment, planning, implementation and evaluation of nursing education and staff development programs for a specified population