



## WA award summary

# Manufacturing, Maintenance and Metal Trades Award

18 February 2026

## About this award summary

---

This document is a summary of the state Manufacturing, Maintenance and Metal Trades Award. From **23 October 2025**, employees who were previously covered by five other manufacturing and metal trades awards (including the Sheet Metal Workers and the Vehicle Builders Awards) are all covered under the new Manufacturing, Maintenance and Metal Trades Award. Information on the changes to the provisions and coverage of the award is available at [Changes to awards for metal and manufacturing businesses](#).

WA awards are legal documents that outline the pay rates, allowances, working hours, and leave entitlements for employees in a particular industry or type of work.

**Complying with the provisions of a WA award is compulsory** and all employers who are covered by this WA award must provide employees with the pay rates and employment entitlements in the WA award, as outlined in this award summary and in the full award as a minimum. Potential penalties for employers who do not meet WA award requirements are detailed on page 2.

This is a summary only and does not include all obligations required by the award. It is important to also refer to the Manufacturing, Maintenance and Metal Trades Award that is available on the Western Australian Industrial Relations Commission (WAIRC) website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au). Provisions of other employment legislation also apply to employees and have been included in this WA award summary where appropriate. Refer to the *Minimum Conditions of Employment Act 1993* (MCE Act), the *Long Service Leave Act 1958* (LSL Act), and the *Industrial Relations Act 1979* (IR Act) for full details. Some provisions in the national *Fair Work Act 2009* (FW Act) relating to leave and termination of employment also apply to state system employees covered by this award and relevant information has been included in this summary.

This document is formatted for viewing on the department's website and contains web links to other relevant information. If using a printed copy in which links are not visible, all additional information can be found at [www.lgirs.wa.gov.au/wageline](http://www.lgirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

## Disclaimer

---

The Department of Local Government, Industry Regulation and Safety has prepared this WA award summary to provide information on pay rates and major award provisions. It is not designed to be comprehensive or to provide legal advice. The department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

## Three Step Check – to make sure this WA award summary is relevant to you

<p><b>Step 1</b> Is the business in the state system?</p>	<p>This WA award summary applies to businesses in the <b>state industrial relations system</b> (state system). The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b></li> <li>✓ <b>unincorporated partnerships</b></li> <li>✓ <b>unincorporated trust arrangements</b></li> <li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li> </ul> <p>This summary <b>does not</b> apply to businesses and organisations in the national industrial relations system (national system) which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations</li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other non-profit bodies</b> that are trading or financial corporations</li> </ul> <p>For more information visit <a href="#">Which system of employment law applies</a>.</p> <p>If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p>
<p><b>Step 2</b> Is the business covered by the Manufacturing, Maintenance, Metal Trades Award Part 1?</p>	<p>The Manufacturing, Maintenance and Metal Trades Award applies to businesses in the ‘manufacturing, maintenance, metal trades and associated industries and occupations’, including a wide variety of metal, manufacturing, fabrication, engineering and electrical work. The award also extends to the manufacture, making, assembly, processing, treatment, fabrication and preparation of all products made from, or containing, steel, iron, metal, sheet metal, tin, brass, copper and non-ferrous metal.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>✓ The Manufacturing, Maintenance and Metal Trades Award is divided into two parts: Part 1 – General; and Part 2 - Construction. This WA award summary provides information on <b>Part 1 - General only</b>.</li> <li>✓ Part 1 - General applies to all employees covered by the award. Part 2 applies only to employees engaged in construction work as defined in clause 1.6 of the award – see the award on the WAIRC website <a href="http://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a> for full details. Employees covered by Part 2 - Construction may have additional entitlements not listed in this award summary.</li> </ul>
<p><b>Step 3</b> Is the employee’s job covered by the Manufacturing, Maintenance, Metal Trades Award Part 1?</p>	<p>The Manufacturing, Maintenance and Metal Trades Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working in relevant job classifications in the relevant industries:</p> <ul style="list-style-type: none"> <li>✓ Tradespersons including auto electrical fitters, motor mechanics, boilermakers, fabricators, welders, sheet metal workers, panel beaters, machinists and locksmiths.</li> <li>✓ Trades assistants.</li> </ul>

Industrial inspectors at the Department of Local Government, Industry Regulation and Safety have powers under the IR Act to investigate employee complaints about underpayments of pay rates and leave entitlements under this WA award and state employment laws. Industrial inspectors also undertake regular proactive compliance audits in particular industries to determine if employers are paying correct wages and keeping correct employment records.

The penalty for not complying with a provision of a WA award or not complying with a requirement relating to employment records is up to \$18,000 for individuals and \$93,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$180,000 for individuals and \$930,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an ‘on-the-spot fine’, for not complying with employment record-related requirements. Record keeping requirements are outlined in the *Employment Records* section of this summary.

Employees who believe that they have been underpaid wages or leave entitlements under state employment laws, can follow the [Steps to making an underpayment complaint](#).

Stay informed when pay rates change - subscribe to [Wageline News](#) or follow [Wageline on social media](#).

## Rates of pay

All rates of pay are gross rates (before tax). The tables below provide the rates that apply from **18 February 2026**.

### Adult rates of pay

Wage group	Classification title	Weekly	Hourly	Casual (includes 25% loading)	Tools*
Level C14	Engineering/Production Employee - Level I	\$953.00	\$25.08	\$31.35	N/A
Level C13	Engineering/Production Employee - Level II	\$953.00	\$25.08	\$31.35	N/A
Level C12	Engineering/Production Employee - Level III	\$981.90	\$25.84	\$32.30	N/A
Level C11	Engineering/Production Employee - Level IV	\$1,008.90	\$26.55	\$33.19	N/A
Level C10	Engineering Tradesperson - Level I	\$1,055.10	\$27.77	\$34.71	\$24.00
Level C9	Engineering Tradesperson - Level II	\$1,084.00	\$28.53	\$35.66	\$24.00
Level C8	Engineering Tradesperson Special Class - Level I	\$1,112.40	\$29.27	\$36.59	\$24.00
Level C7	Engineering Tradesperson Special Class - Level II	\$1,138.70	\$29.97	\$37.46	\$24.00
Level C6	Advanced Engineering Tradesperson - Level I	\$1,195.90	\$31.47	\$39.34	\$24.00
Level C5	Advanced Engineering Tradesperson - Level II	\$1,224.70	\$32.23	\$40.29	\$24.00

- Level C10 is the base tradesperson's rate and includes auto electrical fitters, motor mechanics, first class welders, panel beaters, and first class sheet metal workers.
- \*Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.

### Apprentice rates of pay

- An apprentice (21 years of age or older) must be paid the adult apprentice rate or the appropriate rate for the year of the apprenticeship if that is higher.
- An employer is required to pay an apprentice for time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the apprentice.
- If the apprentice is a high school student undertaking a school-based apprenticeship they must be paid the relevant hourly rate for the year of their apprenticeship for:
  - all hours spent working on the job; plus
  - hours spent in off the job training (deemed to be 25% of actual hours worked each week).

4 Year Term	3.5 Year Term	3 Year Term	Age	Weekly	Hourly	Tools*
1st year	0-6 months		Under 21	\$443.10	\$11.66	\$24.00
			21 or over	\$791.30	\$20.82	\$24.00
2nd year	7-18 months	1st Year	Under 21	\$580.30	\$15.27	\$24.00
			21 or over	\$791.30	\$20.82	\$24.00
3rd year	19-30 months	2nd year	All ages	\$791.30	\$20.82	\$24.00
4th year	31-42 months	3rd year	All ages	\$928.50	\$24.43	\$24.00

\*Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.

### Junior rates of pay

Age	Weekly	Hourly	Casual (includes 25% loading)
20 years	\$886.30	\$23.32	\$29.15
19 years	\$762.40	\$20.06	\$25.08
18 years	\$667.10	\$17.56	\$21.94
17 years	\$571.80	\$15.05	\$18.81
16 years	\$476.50	\$12.54	\$15.67
15 years	\$381.20	\$10.03	\$12.54

## Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development.
- The Manufacturing, Maintenance and Metal Trades Award covers adult and junior employees undertaking a registered traineeship. Traineeships can be undertaken on a full time, part time or school-based basis.
- The pay rates for a registered trainee are based on the Industry / Skill Level of the traineeship being undertaken, and if the employee is under 21 years of age, the highest level of schooling the trainee has completed, and how long they have been out of school.
- Wage rate tables for each of the three Industry/ Skill Levels A, B and C are provided in the following tables. The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the 'Traineeship Details' section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill Level list in the [Award free employees minimum pay rates and entitlements summary](#).
- An employer is required to pay a registered trainee for time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the registered trainee.

## Registered trainee rates of pay

Registered trainees who are undertaking qualifications at AQF IV Level are entitled to an additional **3.8% loading** on top of the applicable rate as shown in the following tables.

### Adult registered trainees

A registered trainee who has reached 21 years of age is entitled to the following weekly rates of pay:

Industry/Skill Level	Weekly pay rate
A	\$730.00
B	\$708.00
C	\$652.00

### Junior registered trainees

#### Industry / Skill Level A

School leaver	Highest year of schooling					
	Year 10 and below		Year 11		Year 12	
	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour
	\$323.00	\$10.63	\$384.00	\$12.63	\$471.00	\$15.49
Plus 1 year out of school	\$384.00	\$12.63	\$471.00	\$15.49	\$545.00	\$17.93
Plus 2 years	\$471.00	\$15.49	\$545.00	\$17.93	\$640.00	\$21.05
Plus 3 years	\$545.00	\$17.93	\$640.00	\$21.05	\$730.00	\$24.01
Plus 4 years	\$640.00	\$21.05	\$730.00	\$24.01		
Plus 5 years	\$730.00	\$24.01				

#### Industry / Skill Level B

School leaver	Highest year of schooling					
	Year 10 and below		Year 11		Year 12	
	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour
	\$323.00	\$10.63	\$384.00	\$12.63	\$462.00	\$15.20
Plus 1 year out of school	\$384.00	\$12.63	\$462.00	\$15.20	\$527.00	\$17.34
Plus 2 years	\$462.00	\$15.20	\$527.00	\$17.34	\$620.00	\$20.39
Plus 3 years	\$527.00	\$17.34	\$620.00	\$20.39	\$708.00	\$23.29
Plus 4 years	\$620.00	\$20.39	\$708.00	\$23.29		
Plus 5 years	\$708.00	\$23.29				

## Industry / Skill Level C

School leaver	Highest year of schooling					
	Year 10 and below		Year 11		Year 12	
	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour	Weekly	Part time and school-based trainees per hour
	\$323.00	\$10.63	\$384.00	\$12.63	\$460.00	\$15.13
Plus 1 year out of school	\$384.00	\$12.63	\$460.00	\$15.13	\$517.00	\$17.01
Plus 2 years	\$460.00	\$15.13	\$517.00	\$17.01	\$581.00	\$19.11
Plus 3 years	\$517.00	\$17.01	\$581.00	\$19.11	\$652.00	\$21.45
Plus 4 years	\$581.00	\$19.11	\$652.00	\$21.45		
Plus 5 years	\$652.00	\$21.45				

## Deductions from pay

- An employer may **only** make a deduction from an employee's pay if:
  - the employer is required by a court or a state or federal law to make the deduction (e.g. tax that must be withheld from the employee's pay);
  - the employee has authorised the deduction in writing (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee; or
  - the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee.
- Deductions or requirements to pay an amount of money to the employer or another person in relation to an employee under the age of 18 are not permitted unless the deduction or payment is agreed to in writing by the employee's parent or guardian.
- A term of a WA award or employment contract providing for a deduction from an employee's pay will be of no effect if it is for the benefit of the employer or a party related to the employer and is unreasonable in the circumstances.
- An employer cannot directly or indirectly compel an employee to accept goods, accommodation or other services instead of money as part of the employee's pay. Visit [Deductions and pay protections](#) for more information.

## Allowances – effective from 18 February 2026

### Meal allowance

If an employee is required to work overtime for more than two (2) hours, they must be supplied with a meal by the employer or be paid **\$18.38** for a meal and if owing to the amount of overtime worked, a second or subsequent meal is required, the employee shall be supplied with each such meal by the employer or be paid **\$18.38** for each meal so required.

### Leading hand allowance

In addition to the appropriate total **weekly** wage a leading hand must be paid the following allowance.

If placed in charge of:	Per week
not less than 3 nor more than 10 other workers	\$46.76
more than 10 and not more than 20 other workers	\$69.85
more than 20 other workers	\$88.92

### Location allowance for employees in regional areas

- Employees employed in certain regional towns must be paid the weekly location allowance relevant to that town. Rates listed in the following table are for adult employees working full time. Casual employees, part time employees, apprentices and trainees must be paid proportionate location allowance based on the proportion which their weekly wage is to the adult rate under the WA award.
- If an employee has a dependant (a spouse or partner, or a child if they do not have a spouse or partner) who does not get a location allowance the employee must receive double the relevant location allowance.
- If an employee has a 'partial dependant' (a dependant who gets a district or location allowance which is less than the location allowance the employee gets) the employee must be paid their relevant location allowance rate plus the difference between the employee's location allowance and what the partial dependant is receiving in district or location allowance.
- If an employee receives free meals and accommodation, or is paid an allowance for meals and accommodation, the employee is only entitled to receive 66.67% of the amount for the relevant town.

## Location allowance rates effective from the first pay period on or after 1 July 2025

Town	\$ per week	Town	\$ per week	Town	\$ per week
Agnew	\$25.90	Halls Creek	\$61.40	Norseman	\$23.30
Argyle	\$70.00	Kalbarri	\$9.40	Nullagine	\$68.10
Balladonia	\$27.20	Kalgoorlie	\$11.10	Onslow	\$45.60
Barrow Island	\$45.60	Kambalda	\$11.10	Pannawonica	\$33.90
Boulder	\$11.10	Karratha	\$44.10	Paraburdoo	\$33.80
Broome	\$41.90	Koolan Island	\$45.80	Port Hedland	\$36.40
Bullfinch	\$12.10	Koolyanobbing	\$12.10	Ravensthorpe	\$13.60
Carnarvon	\$21.50	Kununurra	\$70.00	Roebourne	\$50.80
Cockatoo Island	\$45.80	Laverton	\$26.60	Sandstone	\$25.90
Coolgardie	\$11.10	Learmonth	\$38.50	Shark Bay	\$21.50
Cue	\$26.70	Leinster	\$25.90	Southern Cross	\$12.10
Dampier	\$36.50	Leonora	\$26.60	Telfer	\$62.50
Denham	\$21.50	Madura	\$28.20	Teutonic Bore	\$25.90
Derby	\$43.50	Marble Bar	\$68.20	Tom Price	\$33.80
Esperance	\$7.40	Meekatharra	\$23.10	Whim Creek	\$43.60
Eucla	\$29.10	Mount Magnet	\$29.00	Wickham	\$42.00
Exmouth	\$38.50	Mundrabilla	\$28.70	Wiluna	\$26.10
Fitzroy Crossing	\$52.90	Newman	\$24.90	Wyndham	\$65.40

### Other allowances

The Manufacturing, Maintenance and Metal Trades Award contains a range of other allowances which apply to specific working arrangements. View the award on the [WAIRC website](#) for details.

### Meal breaks

- Employees are entitled to an unpaid meal break of not more than one hour. An employee must not be required to work for more than five (5) hours without a meal break except if the employer and the majority of employees in the workplace agree that up to six (6) hours can be worked without a meal break.
- An employee who is required to postpone their meal break for more than half an hour must be paid at overtime rates until released for a meal.
- A paid rest period of seven (7) minutes must be allowed between the second and fourth hours of the shift, in a manner to suit the convenience of the employer.
- The time of taking a scheduled meal break or rest break by one or more employees may be altered by the employer if it is necessary to do so, in order to meet a requirement for continuity of operations.

### Ordinary working hours and overtime

#### All employees (other than shift employees)

The ordinary hours of work are:

- worked Monday to Friday between 6.00am and 6.00pm; and
- not more than eight (8) hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have so agreed, in which case up to 10 hours per day may be worked (subject to certain conditions).

#### Full time employees (other than shift employees)

**In addition** to the ordinary hours of work for all employees above, the ordinary hours of work for full time employees is an average of 38 hours per week.

#### Part time employees (other than shift employees)

**In addition** to the ordinary hours of work for all employees above, the ordinary hours for of work for part time employees are set hours of less than 38 per week.

#### Casual employees (other than shift employees)

**In addition** to the ordinary hours of work for all employees above, the ordinary hours of work for casual employees is up to 38 hours per week.

### Shift work

Specific hours and overtime provisions apply for employees engaged in shift work. See clause 3 of the Manufacturing, Maintenance and Metal Trades Award available on the [WAIRC website](#) for further details.

## Overtime (other than shift employees)

When overtime is worked	Overtime rates
Beyond the ordinary hours of work fixed for the workplace Monday to Friday	Time and a half for the first 2 hours and double time after that
If a part time employee works in excess of the hours fixed under their contract of employment	Time and a half for the first 2 hours and double time after that
Saturday <i>prior</i> to 12 noon	Time and a half for the first 2 hours and double time after that
Saturday <i>after</i> 12 noon	Double time
Sunday	Double time
Public holiday, or on a substituted day	Double time and a half

## Public holidays

Under this award:

- If a public holiday (except Easter Sunday) falls on a Saturday or Sunday, the following Monday is considered to be the public holiday. If Boxing Day falls on a Sunday or Monday, the following Tuesday is considered to be the public holiday.
- The Easter Sunday public holiday is on the actual day and it **is not** substituted to another day.
- When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the WA award.

Visit [Public Holidays in Western Australia](#) to view public holiday dates.

## Minimum entitlement to be absent on a public holiday

- All employees have a minimum entitlement to be absent from work on a day that is a public holiday.
- An employer is able to request an employee to work on a public holiday if the request is reasonable, but an employee is entitled to refuse a request to work on a public holiday if the request is not reasonable or refusal is reasonable.
- There are a range of specific factors that need to be taken into account when determining whether a request or a refusal of a request is reasonable. These are outlined on [Public holiday pay and arrangements](#).

## Payment for public holidays

- If a full time or part time employee is absent from work on a public holiday (and their absence is consistent with the minimum entitlements described above) they are entitled to be paid:
  - as if they were required to work their ordinary hours on the public holiday; and
  - at the rate they would have received as payment for those hours under this WA award.
- If a casual employee does not work on a public holiday they are not entitled to payment.
- Employees who would not ordinarily work on the public holiday (such as part time employees who do not work on that day of the week) and employees on unpaid leave on the public holiday are not entitled to payment.
- If a full time, part time or casual employee works on a public holiday (or a substituted public holiday) they must be paid at overtime rates (refer to the *Overtime* section).

## Flexible working arrangement requests

- Written requests for a flexible work arrangement can be made by employees with at least 12 months' service. Requests can only be made in relation to specific circumstances, which include pregnancy, caring responsibilities, disability, and family and domestic violence. The employer must consider the request and provide a written response within 21 days.
- An employer can refuse the request for specified reasons, including reasonable business grounds.
- Any flexible work arrangement agreed between the employer and employee must be consistent with the working hours and employment arrangements in this WA award.
- Visit [Flexible work requests](#) for more information.

## Leave entitlements

### Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Paid personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Family and domestic violence leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Manufacturing, Maintenance and Metal Trades Award Part 1 but **does not** include all details on leave obligations and entitlements. Full details of conditions are contained in the award on the [WAIRC website](#), the MCE Act and the LSL Act (or the *Construction Industry Portable Paid Long Service Leave Act 1985* where applicable).

### Annual leave

- Full time employees are entitled to a minimum of four (4) weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four (4) weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four (4) week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the MCE Act and the Manufacturing, Maintenance and Metal Trades Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%. If an employee would have received any additional rates for work performed in ordinary hours, had they not been on leave, and such additional rates would have entitled them to a greater amount than the 17.5% loading, then such additional rates must be added to the ordinary rate of wage in lieu of the 17.5% loading.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
  - The [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- For annual leave entitlements when employment ends, see the *Resignation, termination and redundancy* section.
- Visit [Annual leave](#) for more information.

### Bereavement leave

- All employees, including casual employees, are entitled to two (2) days paid bereavement leave on the death of a member of the employee's family or household. The two (2) days need not be consecutive.
- Visit [Bereavement leave](#) for more information.

### Parental leave

Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the FW Act. Visit [Parental leave](#) for more details.

### Family and domestic violence leave

- All employees are entitled to 10 days' **paid** family and domestic violence leave under the national FW Act.
- In addition, all state system employees are entitled to five (5) days' **unpaid** family and domestic violence leave under the MCE Act.
- Family and domestic violence leave is available in full at the start of each 12-month period of an employee's employment and does not accumulate from year to year. The leave is available in full to part time and casual employees (that is, it is not pro rata).
- Visit [Family and domestic violence leave](#) for more information.

## Personal leave

- Personal leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves, or because they have to care for a member of their family or household who requires care or support because they are sick, injured or affected by an unexpected emergency.
- Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a two (2) week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.
- Paid personal leave accrues on a weekly basis for full and part time employees. The [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to two (2) days of unpaid personal leave per occasion when a member of the employee's family or household requires care or support because of a personal illness or injury or unexpected emergency affecting the member. A full time or part time employee cannot take unpaid personal leave for caring purposes if they have paid personal leave available.
- Casual employees are not entitled to paid personal leave.
- Personal leave is a minimum entitlement from the MCE Act and the Manufacturing, Maintenance and Metal Trades Award sets out additional requirements regarding personal leave.
- When a business changes ownership, an employee's paid personal leave balance with the old employer must be credited to the employee by the new employer if under the LSL Act:
  - there has been a transmission / transfer of business; and
  - the employee's service is deemed continuous.
- Unused personal leave entitlements are not paid out on termination.
- Visit [Personal leave](#) for definitions of 'member of the family or household' or for more information.

## Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the LSL Act, an employee may be eligible for long service leave:
  - after 10 years of continuous employment with the same employer, and for every five (5) years of continuous employment after the initial 10 years; and
  - on a pro rata basis when their employment ends after seven (7) years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the department's website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.
- To be entitled to long service leave an employee's employment with their employer must be continuous. There are some paid and unpaid absences or interruptions to an employee's employment that:
  - do not break an employee's continuous employment; and
  - count towards the employee's period of employment for the purposes of accruing long service leave.Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. Visit [What is continuous employment](#) for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and the associated change of employer. This applies regardless of anything written in a sale of business contract. Visit [When a business changes ownership](#) for details.
- The [WA long service leave calculator](#) can provide an estimate of the number of weeks of long service leave an employee is entitled to when employment ends.

## Resignation, termination and redundancy

An employee is entitled to be paid out annual leave when employment ends.

Unused annual leave for any completed year of employment (including annual leave loading) gets paid out when employment ends due to resignation, dismissal or redundancy.

Pro rata annual leave for part of a year of employment is paid out when employment ends due to redundancy or dismissal (except for dismissal for serious misconduct) and is also paid out when the employee resigns and gives the notice required under the WA award.

Annual leave loading is not generally paid out on pro rata annual leave with the exception that employees engaged under Part 2 - Construction Work of the Award who are terminated by the employer for reasons other than misconduct are entitled to annual leave loading on pro rata annual leave.

## Resignation by the employee

Full time and part time employees are required to provide:

Period of continuous service	Notice period
Less than 1 year	1 week
More than 1 year but less than 3 years*	2 weeks
More than 3 years but less than 5 years*	3 weeks
More than 5 years*	4 weeks

A casual employee can resign by providing one (1) hour's notice.

## Termination

An employer is required to give a casual employee one hour's notice of termination.

Prior to terminating an apprentice, an employer must contact the Department of Training and Workforce Development Apprenticeship Office on 13 19 54 to discuss any proposed termination of an apprentice.

Except in cases of serious misconduct, an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
Less than 1 year	1 week
More than 1 year but less than 3 years*	2 weeks
More than 3 years but less than 5 years*	3 weeks
More than 5 years*	4 weeks

\*Employees over 45 years of age with two (2) or more years of continuous service must receive an additional week's notice.

## Redundancy

An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.

When an employee has been made redundant they are entitled to receive:

- the appropriate notice period or pay in lieu of notice, as outlined in the *Termination* section above;
- paid leave for job interviews;
- any unpaid wages;
- any unused accrued and pro rata annual leave;
- any unused accrued long service leave;
- pro rata long service leave (if applicable); and
- severance pay (if applicable).

## Severance pay – Employers who employ 15 or more employees

Employers covered by this award who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the table below.

Period of continuous service*	Number of weeks severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 years and less than 4 years	7 weeks
4 years and less than 5 years	8 weeks
5 years and less than 6 years	10 weeks
6 years and less than 7 years	11 weeks
7 years and less than 8 years	13 weeks
8 years and less than 9 years	14 weeks
9 years and less than 10 years	16 weeks
10 years and over	12 weeks

\*An employee's period of continuous service includes any service with that business under a previous employer where there has been a transfer of the business.

Employers who employ less than 15 employees are not required to make severance payments to redundant employees. These severance pay requirements do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy.

Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.

If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.

Visit [Redundancy](#) for more information on redundancy obligations and payments.

*Please note: Employees with less than one (1) year of service may be entitled to severance pay if they are engaged in the installation, servicing or repair of industrial and commercial air conditioning and refrigeration systems (not including packaged units) on site, or the mixing, fixing or applying of thermal insulating material. Refer to clause 2.3.3(1A) of the award for further details.*

### **Dismissal requirements**

Under state laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:

- consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance);
- inappropriate behaviour or actions; or
- serious misconduct.

[Dismissal and unfair dismissal](#) outlines obligations and requirements when an employee is terminated.

## **Pay slip and record keeping requirements**

Employers must provide all employees with a pay slip and must keep employment records as required by state employment law. There are penalties for not keeping records and not providing a pay slip.

### **Pay slips**

Employers need to provide a pay slip to each employee within one working day of paying the employee for work performed. The employer can decide whether to give a hard copy or electronic form of the pay slip.

A pay slip needs to include the following information:

- the employer's name and Australian Business Number (if any);
- the employee's name;
- the period to which the pay slip relates;
- the date on which the payment referred to in the pay slip was made;
- the gross and net amounts of the payment, and any amount withheld as tax;
- any incentive-based payment, or payment of a bonus, loading, penalty rates or another monetary allowance or separately identifiable entitlement;
- if an amount is deducted from the gross amount of the payment:
  - the name of the person in relation to whom or which the deduction was made;
  - if the deduction was paid into a fund or account - the name, or the name and number, of the fund or account; and
  - the purpose of the deduction;
- if the employee is paid at an hourly rate of pay:
  - the rate of pay for the employee's ordinary hours;
  - the number of hours worked during the period to which the pay slip relates; and
  - the amount of the payment made at that rate;
- if the employee is paid a weekly or an annual rate of pay - the rate as at the latest date to which the payment relates; and
- if the employer is required to make superannuation contributions for the benefit of the employee:
  - the amount of each contribution that the employer made during the period to which the pay slip relates and the name, or the name and number, of any fund to which the contribution was made; or
  - the amounts of the contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

[Pay slip requirements](#) provides more information and a pay slip template to assist employers.

## Employment records

### Record keeping requirements

It is compulsory for all employers to keep employment records which include the following information:

- the employee's name and, if under 21 years of age, their date of birth;
- the employer's name and Australian Business Number (if any);
- the name of the WA award that applies (in this case the *Manufacturing, Maintenance, and Metal Trades Award*);
- date the employee commenced employment with the employer;
- for each day of work:
  - the time at which the employee started and finished work;
  - period/s for which the employee was paid; and
  - details of work breaks including meal breaks;
- for each pay period:
  - the employee's designation (such as full time, part time, casual) and employee classification;
  - the gross and net amounts paid to the employee;
  - any amount withheld as tax; and
  - all deductions from pay and the reasons for them;
- any incentive-based payment, bonus, loading, penalty rates or other monetary allowance or entitlement;
- all leave taken, whether paid, partly paid or unpaid;
- the following matters relating to superannuation:
  - the date on which each superannuation contribution was made, the amount of the contributions, the period over which the contributions were made, the name of any fund to which a contribution was made;
  - how the employer worked out the amount of superannuation owed; and
  - any choice made by the employee as to which fund their contributions are to be made and the date on which the choice was made;
- the information necessary for the calculation of and payment of long service leave under the LSL Act. Employers are also required to comply with the record keeping requirements in the LSL Act. Visit [Long service leave](#) for details;
- any other information necessary to show that the pay and benefits received by the employee comply with the WA award and other legal obligations such as employee entitlements under the MCE Act or LSL Act; and
- any other information required by the WA award to be recorded.

It is also compulsory to keep employment records that detail specific information regarding:

- termination related matters; and
- any supported wage system or a supported wage industrial instrument provision that applies to an employee with a disability.

If an employer makes a payment to an employee in cash, the employer must provide a record of the payment to the employee and ensure that a copy of the record of payment is kept as an employment record.

[Record keeping obligations](#) provides more information and record keeping templates to assist employers.

### Time periods for keeping records

It is compulsory that each entry in relation to annual leave and long service leave must be retained during the employee's period of employment and for not less than seven (7) years after the employment ends and each other employment record must be retained for not less than seven (7) years after it is made.