

Section 3: Employment Conditions



Categories of Employment

Gold Rush Golf has four possible categories of employment:

- *Casual.* Casual employee hours vary according to business demands.
- *Part-time.* Part-time employees work between a minimum of 15 and a maximum of 40 hours per week.
- *Full-time.* Full-time employees work a regular 40 hours per week.
- *Salary.* Salaried employees work under workplace agreements where hours are as required.

Your letter of offer will specify your category of employment.

Hours of Work

Full-time employees work 80 hours per fortnight.

Part-time employee hours may range from a minimum 16 to a maximum 40 hours per week (with a minimum of three hours per shift).

Casual employee's hours will vary depending on business requirements. You may be called to work at short notice. Casual's minimum period of engagement is 2 hours.

Salaried employee hours are determined according to the requirements of the position.

Public Holidays

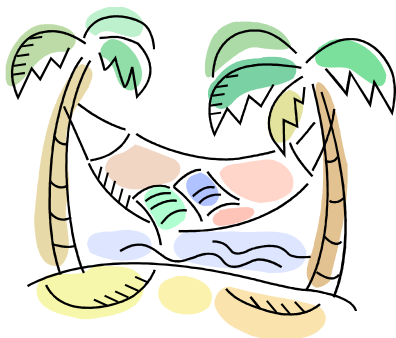
You may be required to work on any of the following public holidays:

New Years Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Ballarat Show Day, Ballarat Cup Day, Queens Birthday, Christmas Day & Boxing Day.

Salaried employees are remunerated on the basis of position requirements and therefore will be required to work on a public holiday.

Leave Entitlements

Annual Leave



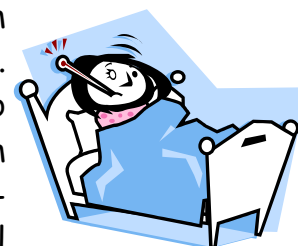
Full-time and salaried employees are entitled to a minimum of 20 days annual leave (unless otherwise specified in a workplace agreement). Part-time employees receive the same entitlement on a pro-rata basis. Entitlement falls due on the anniversary of your commencement date. Casual employees are not entitled to annual leave.

All leave must be approved by the Supervisor, and you should apply a minimum of one month before the date you wish to start your holidays. All annual leave applications must be made on the form provided, copies of which can be obtained from your Supervisor.

Whilst every endeavor will be made to grant your request, it may not always be possible to approve the period of leave requested. As a rule no leave will be approved during the peak-trading seasons of Christmas/New Year and school holidays.

Sick Leave

Full-time and salaried employees are entitled to a maximum of 64 hours sick leave upon completing each year of service. If these days are not used they accumulate from year to year (provided that no more than 13 weeks absence from work through illness is taken in one year). Part-time employees receive the same entitlement on a pro-rata basis. Casual



employees are not entitled to sick leave.

When phoning in sick you must speak to the Supervisor on duty no less than three hours before your rostered start time. All sick leave must be noted on your time sheet - failure to do so may result in non-payment of entitlements.

A medical certificate is required if more than two day's absence is being applied for or if you are absent on the day immediately before or the day immediately after your rostered day/s off (this includes annual leave). Medical certificates must be attached to your time sheet

Where an employee has a proven record of recurring absences on sick leave the employer shall, if it is considered appropriate to take such action, inform such employee that in the event of future absences a certificate will be required from a duly qualified medical practitioner in respect of each period of sick leave taken for a period of six months thereafter.

Other Leave

Other leave entitlements such as long service leave, carer's leave, bereavement leave, parental leave and jury service are as per the workplace agreement for salaried employees.

Superannuation

All employees entitled to superannuation benefits belong to the superannuation fund subscribed to by Gold Rush Golf. You may choose to make additional contributions to your superannuation fund by contacting the office.

