



WA award summary

Retail Pharmacists Award

1 July 2024

About this award summary

This document is a summary of the state Retail Pharmacists Award. 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 WA award summary is a summary only and does not include all obligations required by the award. It is important to also refer to the full Retail Pharmacists Award that is available on the Western Australian Industrial Relations Commission website 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. You should refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

This document is formatted for viewing on the Wageline 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.demirs.wa.gov.au/wageline or by contacting Wageline on 1300 655 266.

Disclaimer

The Department of Energy, Mines, Industry Regulation and Safety has prepared this WA award summary to provide information on pay rates and major award provisions. It is provided as a general guide only and 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>Step 1 Is the business in the state system?</p>	<p>This WA award summary applies to businesses in the state industrial relations system. The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> ✓ sole traders ✓ unincorporated partnerships ✓ unincorporated trust arrangements ✓ incorporated associations and other non-profit bodies <p>This summary does not apply to businesses and organisations in the national 'fair work' industrial relations system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd or Ltd businesses that are trading or financial corporations ✗ incorporated partnerships or incorporated trusts ✗ incorporated associations and other non-profit bodies (that are trading or financial corporations) <p>For more information, visit the Which system of employment law applies page.</p> <p>If the business or organisation is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au</p>
<p>Step 2 Is the business covered by the Retail Pharmacists Award?</p>	<p>The Retail Pharmacists Award applies to registered pharmacies. This award operates throughout the state of Western Australia.</p>
<p>Step 3 Is the employee's job covered by the Retail Pharmacists Award?</p>	<p>The Retail Pharmacists Award sets pay rates, working hours and other employment entitlements for employees at retail pharmacies and/or dispensaries working as:</p> <ul style="list-style-type: none"> ✓ pharmacist managers ✓ pharmacists-in-charge ✓ pharmacists ✓ pharmacy trainees (interns) ✓ pharmacy students <p>Please note: Pharmacy assistants are not covered by this award, but are covered in the state system by the Shop and Warehouse (Wholesale and Retail Establishments) Award. View the WA award summary at www.demirs.wa.gov.au/awardssummaries</p>

Industrial inspectors at the Department of Energy, Mines, Industry Regulation and Safety have powers under the *Industrial Relations Act 1979* 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 \$13,000 for individuals and \$65,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$130,000 for individuals and \$650,000 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, or who wish to make an anonymous report of wage theft, should visit the [Making a complaint about underpayment of wages or entitlements](#) page.

Stay informed when WA award 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 the first full pay period on or after **1 July 2024**.

Pharmacists - full time and part time employees

Classification (See page 12)	Weekly	Hourly Mon-Sat 8am-9pm	Mon-Sat 7am-8am and 9pm-12am (25%)	Sunday 7am-12am (25%)	Public holidays 7am-12am (50%)	Hourly 12am-7am (200%)
Pharmacist Manager						
Grade 1	\$1,451.90	\$38.21	\$47.76	\$47.76	\$57.31	\$76.42
Grade 2	\$1,534.90	\$40.39	\$50.49	\$50.49	\$60.59	\$80.78
Grade 3	\$1,617.70	\$42.57	\$53.21	\$53.21	\$63.86	\$85.14
Pharmacist-In-Charge						
Grade 1	\$1,368.70	\$36.02	\$45.02	\$45.02	\$54.03	\$72.04
Grade 2	\$1,396.50	\$36.75	\$45.94	\$45.94	\$55.13	\$73.50
Pharmacist	\$1,291.10	\$33.98	\$42.47	\$42.47	\$50.96	\$67.95

Pharmacists - casual employees

All rates are inclusive of 20% casual loading. Casual employees receive the same penalty rates as full time and part time employees in addition to the casual loading.

Classification (See page 12)	Hourly Mon-Sat 8am-9pm	Mon-Sat 7am-8am and 9pm-12am (25%)	Sunday 7am-12am (25%)	Public holidays 7am-12am (50%)	Hourly 12am-7am (200%)
Pharmacist Manager					
Grade 1	\$45.85	\$57.31	\$57.31	\$68.77	\$91.70
Grade 2	\$48.47	\$60.59	\$60.59	\$72.71	\$96.94
Grade 3	\$51.09	\$63.86	\$63.86	\$76.63	\$102.17
Pharmacist-In-Charge					
Grade 1	\$43.22	\$54.03	\$54.03	\$64.83	\$86.44
Grade 2	\$44.10	\$55.13	\$55.13	\$66.15	\$88.20
Pharmacist	\$40.77	\$50.96	\$50.96	\$61.16	\$81.54

Annualised salary

Pharmacists, Pharmacists-in-Charge or Pharmacist Managers may agree with their employer to be paid an annualised salary, which must be sufficient to cover what the employee would have been entitled to if they had received all their overtime, allowances and penalty rates entitlements under the Award. It is important for employers choosing to pay an annualised salary to keep correct time and wages records ensuring on-going compliance with the award. More details are in Clause 4.3 of the Award.

Trainee pharmacists (interns) and pharmacy students – full time and part time employees

Classification (See page 12)	Weekly	Hourly Mon-Sat 8am-9pm	Mon-Sat 7am-8am and 9pm-12am (25%)	Sunday 7am-12am (25%)	Public holidays 7am-12am (50%)	Hourly 12am-7am (200%)
Trainee pharmacists (interns)						
1 st half of traineeship/internship	\$1,017.00	\$26.76	\$33.45	\$33.45	\$40.14	\$53.53
2 nd half of traineeship/internship	\$1,098.70	\$28.91	\$36.14	\$36.14	\$43.37	\$57.83
Pharmacy students						
First year (under 21)	\$859.00	\$22.61	\$28.26	\$28.26	\$33.91	\$45.21
First year (over 21)	\$918.60	\$24.17	\$30.22	\$30.22	\$36.26	\$48.35
Second year (under 21)	\$910.80	\$23.97	\$29.96	\$29.96	\$35.95	\$47.94
Second year (over 21)	\$918.60	\$24.17	\$30.22	\$30.22	\$36.26	\$48.35
Third year	\$962.40	\$25.33	\$31.66	\$31.66	\$37.99	\$50.65
Fourth year	\$988.20	\$26.01	\$32.51	\$32.51	\$39.01	\$52.01

The 2024 State Wage Order realigned the state minimum wage to the C13 classification in the *Metal Trades (General) Award* resulting in an adjustment to some pay rates in this award summary to reflect the legal minimum rate payable.

Trainee pharmacists (interns) and pharmacy students – casual employees

Classification (See page 12)	Hourly Mon-Sat 8am-9pm	Mon-Sat 7am-8am and 9pm-12am (25%)	Sunday 7am-12am (25%)	Public holidays 7am-12am (50%)	Hourly 12am-7am (200%)
Trainee pharmacists (interns)					
1 st half of traineeship/internship	\$32.12	\$40.14	\$40.14	\$48.17	\$64.23
2 nd half of traineeship/internship	\$34.70	\$43.37	\$43.37	\$52.04	\$69.39
Pharmacy students					
First year (under 21)	\$27.13	\$33.91	\$33.91	\$40.69	\$54.25
First year (over 21)	\$29.01	\$36.26	\$36.26	\$43.51	\$58.02
Second year (under 21)	\$28.76	\$35.95	\$35.95	\$43.14	\$57.52
Second year (over 21)	\$29.01	\$36.26	\$36.26	\$43.51	\$58.02
Third year	\$30.39	\$37.99	\$37.99	\$45.59	\$60.78
Fourth year	\$31.21	\$39.01	\$39.01	\$46.81	\$62.41

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 the [Prohibition on accepting goods, accommodation or services as payment](#) page for more information.

Allowances

Garment allowance

Where an employee is required to wear a uniform, the employer shall arrange for its cleaning or shall pay the employee an allowance of **\$1.62** per day.

Meal allowance

A meal allowance of **\$10.66** is payable where a meal break is required to be taken between a period of ordinary time and overtime or during a period of overtime, and the employee has not received 24 hours' notice of the requirement to work overtime.

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 below are for adult employees working full time. Casual and part time employees 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 amount for the relevant town.

Location allowance rates effective from the first pay period on or after 1 July 2024

Town	\$ per week	Town	\$ per week	Town	\$ per week
Agnew	\$25.30	Halls Creek	\$60.10	Norseman	\$22.70
Argyle	\$68.50	Kalbarri	\$9.20	Nullagine	\$66.60
Balladonia	\$26.60	Kalgoorlie	\$10.90	Onslow	\$44.60
Barrow Island	\$44.60	Kambalda	\$10.90	Pannawonica	\$33.20
Boulder	\$10.90	Karratha	\$43.10	Paraburdoo	\$33.10
Broome	\$41.00	Koolan Island	\$44.80	Port Hedland	\$35.60
Bullfinch	\$11.80	Koolyanobbing	\$11.80	Ravensthorpe	\$13.30
Carnarvon	\$21.00	Kununurra	\$68.50	Roebourne	\$49.70
Cockatoo Island	\$44.80	Laverton	\$26.10	Sandstone	\$25.30
Coolgardie	\$10.90	Learmonth	\$37.60	Shark Bay	\$21.00
Cue	\$26.20	Leinster	\$25.30	Southern Cross	\$11.80
Dampier	\$35.70	Leonora	\$26.10	Telfer	\$61.10
Denham	\$21.00	Madura	\$27.60	Teutonic Bore	\$25.30
Derby	\$42.50	Marble Bar	\$66.70	Tom Price	\$33.10
Esperance	\$7.20	Meekatharra	\$22.60	Whim Creek	\$42.60
Eucla	\$28.50	Mount Magnet	\$28.40	Wickham	\$41.10
Exmouth	\$37.60	Mundrabilla	\$28.10	Wiluna	\$25.60
Fitzroy Crossing	\$51.80	Newman	\$24.40	Wyndham	\$64.00

Other allowances

The Retail Pharmacists Award contains a range of other allowances, including vehicle allowance, which apply to specific working arrangements. Please view the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au or contact Wageline.

Hours, penalty rates and overtime

Ordinary hours of work

The ordinary hours of work are:

- An average of 38 hours per week.
- Worked between 7.00am to midnight Monday to Sunday.
- Not more than 12 hours on any day.
- A minimum engagement of 3 hours per shift, unless an exception in Clause 3.1.1(d) applies.
- A minimum break of 10 hours between shifts.

Penalty rates (all employees)

When penalty rates apply	Penalty rates
Monday to Saturday inclusive between 7.00am and 8.00am and between 9.00pm and midnight	Ordinary rate of pay plus 25%
Sundays between 7.00am and midnight	Ordinary rate of pay plus 25%
Public holidays (including Easter Saturday) between 7.00am and midnight	Ordinary rate of pay plus 50%
Any time between midnight and 7.00am	Double time

Casual employees receive the same penalty rates as full-time and part-time employees in addition to the casual loading.

Overtime (all employees)

When overtime applies to an employee	Overtime rates
In excess of 12 hours per day or an average of 38 hours per week	<ul style="list-style-type: none">• Monday to Saturday - time and a half for the first 2 hours and double time thereafter• Sunday - double time
Any work performed outside rostered hours	<ul style="list-style-type: none">• Monday to Saturday - time and a half for the first 2 hours and double time thereafter• Sunday - double time

Public holidays

- Full time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay. Part time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- The Easter Sunday public holiday is observed on the actual day, and it is not substituted to another day. Employees required to work on Easter Sunday must be paid at public holiday rates.
- Easter Saturday is also recognised as a public holiday under this award.
- 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. However, if Boxing Day falls on a Sunday or Monday, the following Tuesday is considered to be the public holiday. 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.
- When Christmas falls on a Saturday or Sunday, permanent full time and part time employees required to work on 25 December shall receive the Saturday or Sunday rate plus a loading of 50% (of the ordinary time rate) and be entitled to the benefit of a substitute day.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.

Additional provisions

A number of additional public holiday provisions apply to full time and part time employees under the award. Refer to Clause 6.5 of the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for further details.

Employment of children

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program (e.g. work experience placement) or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.
- Visit the [When children can work in Western Australia](#) page for more information.

Meal breaks

- All employees are entitled to:
 - An unpaid meal break of at least 30 minutes after not more than 5 hours of work, unless the employee is within one hour of finishing work
 - A 10 minute paid rest break each morning and afternoon.
- If the employee is required to remain on the premises during a meal break to attend to urgent matters, the period of the meal break is counted as time worked (and paid for at time and a half).
- If an employee is required to work beyond 5 hours without a meal break, they must be paid at time and a half until a meal break is allowed.

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 Retail Pharmacists Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Retail Pharmacists Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au, the [Minimum Conditions of Employment Act 1993](#) and the [Long Service Leave Act 1958](#).

Annual leave

- Full time employees are entitled to a minimum of 4 weeks paid annual leave for each completed year of service. Part time employees are entitled to a minimum of 4 weeks annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a 4 week period. If the number of hours have varied for a part time employee, annual leave is calculated based on the average hours worked by the employee during the year. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement under the *Minimum Conditions of Employment Act 1993* and the Retail Pharmacists 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% calculated on the employee's ordinary rate of pay.
- 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.
 - Wageline's [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 Wageline's [Annual leave](#) page for more information.

Bereavement leave

- All employees, including casual employees, are entitled to 2 days paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The 2 days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.

Parental leave

Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit the [Parental leave](#) page for more details.

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 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. Wageline's [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to 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 *Minimum Conditions of Employment Act 1993*.
- Unused paid personal leave entitlements are not paid out when an employee resigns, is dismissed or made redundant.
- Visit Wageline's [Personal leave](#) page for definitions of 'member of the family or household' or for more information.

Family and domestic violence leave

- All employees are entitled to 10 days' **paid** family and domestic violence leave under the national *Fair Work Act 2009*.
- In addition, all state system employees are entitled to 5 days' **unpaid** family and domestic violence leave under the *Minimum Conditions of Employment Act 1993*.
- 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 (i.e. it is not pro rata).
- An employee is able to take family and domestic violence leave if:
 - the employee is experiencing family and domestic violence; and
 - the employee 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 the employee's ordinary hours of work.
- Leave can be taken in a single continuous period, separate periods of one or more days each, or periods of less than one day.
- Visit Wageline's [Family and domestic violence leave](#) page for more information.

Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act), an employee may be eligible for long service leave:
 - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
 - on a pro-rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the Wageline 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 the [Long service leave – What is continuous employment](#) page 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 the [Long service leave – What happens when business ownership changes?](#) page for details.
- The [WA long service leave calculator](#) can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy.

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 resignation, redundancy, or dismissal. Annual leave loading is not paid on pro rata annual leave.

Resignation by the employee

A casual employee can resign by providing one hours' notice.

Full time and part time employees (other than a Pharmacist Manager) are required to provide:

- If employed for less than 1 year – 1 weeks' notice
- If employee for 1 year or more but less than 3 years – 2 weeks' notice
- If employed for 3 years or more but less than 5 years – 3 weeks' notice
- If employed for 5 years or more – 4 weeks' notice.

A Pharmacist Manager is required to provide 4 weeks' notice.

Termination

An employer is required to give a casual employee one hours' notice of termination (or payment in lieu).

An employer must provide a Pharmacist Manager with a minimum of 4 weeks' notice of termination (or payment in lieu). Employees over 45 years of age with 2 or more years of continuous service must receive an additional weeks' notice.

Except in cases of serious misconduct, an employer is required to give full time and part time employees (who are not Pharmacy Managers) the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year but not more than 3 years*	2 weeks
More than 3 years but not more than 5 years*	3 weeks
More than 5 years*	4 weeks

*Employees over 45 years of age with 2 or more years of continuous service must receive an additional weeks' notice

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.

The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.

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).

Visit the [Redundancy information](#) page for information on redundancy obligations.

Award severance pay – Employers who employ less than 15 employees

Employers covered by the Retail Pharmacists Award who employ less than 15 employees must pay the severance pay entitlements in the award when an employee is made redundant, as outlined in the table below.

Award severance pay does not need to be paid to casual employees, apprentices, employees who have been engaged for a specific period of time or for a specified task or tasks, or employees terminated as a consequence of conduct that justifies instant dismissal.

Period of continuous service*	Number of weeks' severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and over	8 weeks' pay

*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.

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 the [Redundancy payments](#) page for more information on redundancy payments.

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 following table.

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 business.

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 the [Redundancy payments](#) page for information on redundancy payments.

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;
- 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.

Wageline's [Pay slip information](#) page 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 *Retail Pharmacists 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;
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 - 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 *Long Service Leave Act 1958*. Employers are also required to comply with the record keeping requirements in the *Long Service Leave Act 1958*. Visit www.demirs.wa.gov.au/longserviceleave 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 *Minimum Conditions of Employment Act 1993* or *Long Service Leave Act 1958*; 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.

Wageline's [Employment records - Employer obligations](#) page 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 7 years after the employment ends and each other employment record must be retained for not less than 7 years after it is made.

Classifications

Pharmacist means a person who is registered as a pharmaceutical chemist pursuant to the *Pharmacy Act 1964* (note: Pharmacists are now registered under the *Health Practitioner Regulation National Law (WA) Act 2010*).

Pharmacist Manager means a pharmacist who is responsible to the proprietor for all aspects of the business.

Grade 1 – Manages a small pharmacy with two or less full time supervised staff.

Grade 2 – Manages a medium pharmacy with more than two but less than five full time supervised staff.

Grade 3 – Manages a large pharmacy with more than five full time supervised staff.

Pharmacist-in-Charge means a pharmacist who assumes responsibility for the day-to-day supervision and functioning of a community pharmacy practice.

Grade 1 – Is in charge of more than 10 but not more than 20 other employees.

Grade 2 – Is in charge of more than 20 other employees.

Pharmacy Student means a person who is undertaking an accredited course of study leading to the degree of Bachelor of Pharmacy.

Pharmacy Trainee means a person who has satisfied the examination requirements for the degree of Bachelor of Pharmacy and is engaging in the period of pre-registration training required under the *Pharmacy Act* (note: Pharmacists are now registered under the *Health Practitioner Regulation National Law (WA) Act 2010*).