

3.		TIMES OF BEGINNING AND ENDING WORK—				
Times of Beginning.		Times of Ending.				
(a) For Males—						
6 a.m.	12 noon on Saturday.
6 a.m.	6 p.m. on the other working days of the week.
(b) For Females—						
6 a.m.	12 noon on Saturday.
6 a.m.	9 p.m. on the other working days of the week.

OVERTIME.

4. That the following rates shall be paid for overtime:—

Outside the hours fixed in clause 3	Time and a quarter except that males shall be paid at the rate of time and a half for all work performed by them on Saturday after 12 noon and females double time for all work performed by them on Saturday after 12 noon.
Within the hours fixed in clause 3, in excess of the number of hours as fixed for a week's work	Time and a half for the first four hours and double time thereafter.

EMPLOYMENT FOR LESS THAN FULL WEEK.

5. (a) MALES.—(i) Male employees ready, willing and available to work a full week if required who are employed during any week for less than the working week of 40 hours, shall be paid for the first 20 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any male person who is not engaged for a week who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness inability or some other sufficient cause beyond his control.

(ii) Male employees not ready, willing and available to work a full week if required, shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(b) FEMALES.—(i) Female employees, who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid at the rate of time and a quarter.

(ii) Female persons who are employed during any week for more than one-half the maximum number of hours fixed in this Determination as a week's work, but for less than 40 hours shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

ALLOWANCES.

6. (i) If a cleaner is required to clean windows and it is necessary to go wholly outside the window, or climb around an outside column to do such cleaning, and if such cleaning is at a height of more than 10 feet from the ground or verandah, he shall be paid 2d. extra for every such window cleaned. Provided that nothing in this sub-clause shall apply to cleaning from a ladder resting on the ground.

(ii) Where cleaning is done from a ladder, and the height of any portion of the window to be cleaned exceeds 15 feet from the ground, the employee shall be paid 2d. extra for each window so cleaned.

(iii) The amount payable under this clause shall not exceed 2s. per day.

RESTRICTION AS TO CLEANING OF SANITARY CONVENIENCES.

7. No female employee shall be required to clean or attend to any sanitary convenience provided for persons of the male sex.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1948* (No. 5111), and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

SICK LEAVE.

9. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service, or in the case of an employee who works for less than a full week, a *pro rata* amount of 3½ hours' ordinary pay, based on the number of hours worked each month.

(ii) During any subsequent year of service—40 hours' ordinary pay, or in the case of an employee who works for less than a full week, a *pro rata* amount of 40 hours' ordinary pay, based on the number of hours worked each year.

Provided that in either case such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st November, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of any employee on the 1st November, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

PAYMENT FOR HOLIDAYS

10. (a) Except as hereinafter provided, all employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a Public Holiday or Public Half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-holiday shall, so far as such Municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of Holidays herein prescribed.

Provided that the following employees shall not be entitled to payment for such holidays:—

- (i) In any week in which one of such holidays occur—any male employee who has been employed for less than 30½ hours.
- (ii) In any week in which two of such holidays occur—any male employee who has been employed for less than 22½ hours.

(b) Any employee absenting himself or herself from work on any portion of the working day preceding or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

SPECIAL RATES.

11. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a Public Holiday or Public Half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-holiday shall, so far as such Municipality or part thereof, or such defined area, is concerned, be deemed to be included in the list of Holidays herein prescribed.

RUBBER GLOVES AND OVERALLS TO BE SUPPLIED.

12. All employees with not less than six weeks' service with the same employer shall be supplied with suitable rubber gloves for the cleaning of sanitary conveniences and overalls free of cost to employees and such gloves and overalls shall remain the property of the employer.

Provided that in the event of an employer not supplying protective clothing as provided herein, the employer shall pay the sum of 2s. per week to the employee: Provided further that where an employee is only engaged for 20 hours per week or less the amount of compensation shall be 1s. per week.

MEAL ALLOWANCE.

13. Where an employee is directed by the employer to work more than two hours after his or her usual finishing time he or she shall be supplied by the employer with a meal or be paid a meal allowance of 3s. 6d.

PERIODICAL ADJUSTMENT OF WAGES.

14. The wages rates for adults set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates (for adults of either sex) shall be automatically adjusted as prescribed by clause 15.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
£ s. d.	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

15. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 14.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 4th December, 1953.

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