

\$17,400 back-pay for Canberra receptionist

16 May 2011

A receptionist at a Canberra production facility has been reimbursed \$17,400 following intervention by the Fair Work Ombudsman.

The employee lodged a complaint with the Fair Work Ombudsman after she was not paid accrued annual leave and long service leave entitlements at the time her employment ceased.

When Fair Work inspectors contacted the company and explained its obligations, the employer immediately back-paid all money owed.

Fair Work Ombudsman Executive Director Michael Campbell says that given the employer co-operated with inspectors and voluntarily rectified the matter there will be no further action against the company.

“The business has now put processes in place to ensure this mistake is not repeated,” he said.

“We are serious about our job of building knowledge and creating fairer workplaces and we are strongly focused on ensuring the community understands its workplace rights and obligations.”

The Fair Work Ombudsman has a number of tools and user-friendly resources on its website at www.fairwork.gov.au to assist employees and employers.

Small to medium-sized businesses without human resources staff can also ensure they are better equipped when hiring, managing and dismissing employees by using free template employment documentation available Online.

A series of Best Practice Guides have also been developed by the Fair Work Ombudsman to assist employers make better use of the provisions of the Fair Work Act and better understand other aspects of workplace laws.

The guides cover work and family, consultation and co-operation, individual flexibility arrangements, employing young workers, gender pay equity, small business, workplace privacy, managing underperformance, effective dispute resolution, parental leave and improving workplace productivity in bargaining.

Employers or employees seeking assistance or further information can also contact the Fair Work Infoline on 13 13 94 from 8am-6pm weekdays. A free interpreter service is available on 13 14 50.

Note: We are unable to provide additional information about this case.

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.