

## Aboriginal & Torres Strait Islander peoples

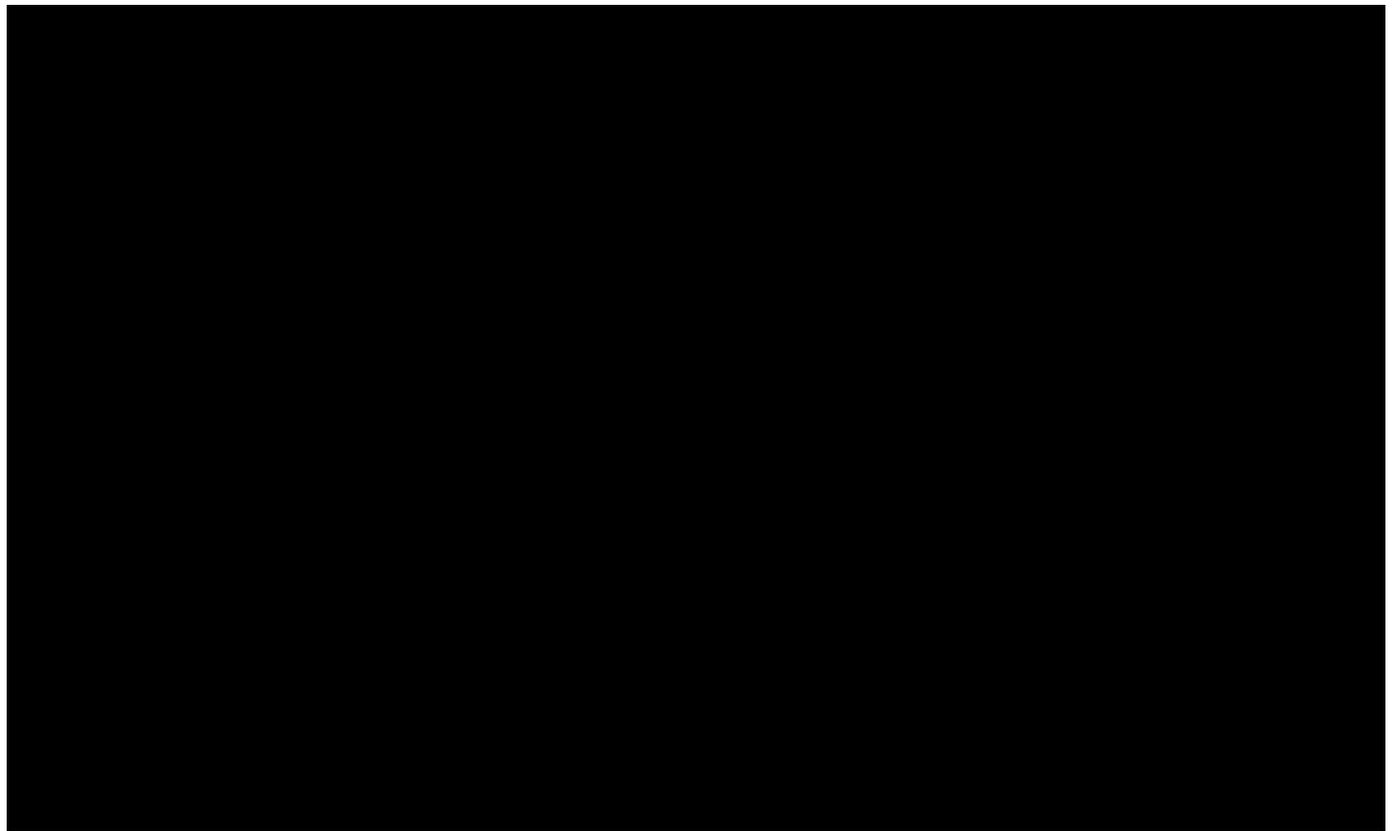
We have information and resources for Aboriginal and Torres Strait Islander peoples in the workplace including:

- [starting a new job](#)
- [rights and entitlements of workers](#)
- [taking time off for Sorry Business](#)
- [sorting out problems at work](#)
- [ending work.](#)

We also have [information for employers](#) of Aboriginal and Torres Strait Islander peoples.

### Starting a new job

Starting a new job can be exciting. It can also be a bit scary if you're not sure what you need to do.



Our [guide to starting a new job \(DOCX 73.3KB\)](#) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-starting-a-new-job.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-starting-a-new-job.docx.aspx)) ([PDF 885.6KB](#)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-starting-a-new-job.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-starting-a-new-job.pdf.aspx)) will help you find all the basic information you need before starting a job, including:

- how to check you're getting the right pay
- what awards are and how to find out about your rights and entitlements
- what should be on your payslip
- what to do if you have a problem at work.

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### Rights and entitlements of workers

All workers get minimum entitlements at work. Read our fact sheets about workers' rights on the following topics:

- [Annual leave fact sheet \(DOCX 55.6KB\)](#) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-annual-leave.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-annual-leave.docx.aspx))

- [\(PDF 1.3MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-annual-leave.pdf.aspx\)](#)
- [Public holidays fact sheet \(DOCX 56.1KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-public-holidays.docx.aspx\)](#)  
[\(PDF 1.3MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-public-holidays.pdf.aspx\)](#)
  - [Sick and carer's leave fact sheet \(DOCX 58KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sick-and-carers-leave.docx.aspx\)](#) [\(PDF 1.2MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sick-and-carers-leave.pdf.aspx\)](#)
  - [Parental leave fact sheet \(DOCX 58.1KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-parental-leave.docx.aspx\)](#)  
[\(PDF 1.5MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-parental-leave.pdf.aspx\)](#)
  - [Flexible working arrangements fact sheet \(DOCX 57.3KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-flexible-working-arrangements.docx.aspx\)](#) [\(PDF 1.4MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-flexible-working-arrangements.pdf.aspx\)](#)
  - [Community service leave fact sheet \(DOCX 55.7KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-community-service-and-jury-duty-leave.docx.aspx\)](#) [\(PDF 1.2MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-community-service-and-jury-duty-leave.pdf.aspx\)](#)
  - [Compassionate leave fact sheet \(DOCX 55.6KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-compassionate-leave.docx.aspx\)](#) [\(PDF 1.4MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-compassionate-leave.pdf.aspx\)](#)

Find out more about minimum entitlements for employees on our [National Employment Standards page \(www.fairwork.gov.au/employee-entitlements/national-employment-standards\)](#) .

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## Taking time off for Sorry Business

If you need time off work for Sorry Business, you might be able to take it off as compassionate leave. Employees can take compassionate leave when someone in their immediate family or household dies or has a life-threatening illness or injury.

If not, you may have other options available to you, such as annual leave, sick/carer's leave, unpaid leave or time off in lieu.

If you need to take time off work for Sorry Business it's a good idea to let your boss know as soon as you can.

Check out our [Do you need time off for Sorry Business fact sheet \(DOCX 61KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-time-off-for-sorry-business.docx.aspx\)](#) [\(PDF 2.3MB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-time-off-for-sorry-business.pdf.aspx\)](#) and [message card \(DOCX 56.6KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-time-off-for-sorry-business.docx.aspx\)](#) [\(PDF 716.1KB\) \(www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-time-off-for-sorry-business.pdf.aspx\)](#) .

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## Sorting out problems at work

Most problems at work happen because people are unsure what the law is, or because workers and bosses don't talk about what's bothering them.

Watch our video on how to sort out problems at work. It includes tips and guidance on how to talk to your boss.

Check out our [guide to fixing workplace problems with your boss \(DOCX 76.8KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-fixing-workplace-problems-with-your-boss.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-fixing-workplace-problems-with-your-boss.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-fixing-workplace-problems-with-your-boss.docx.aspx)) (PDF 1001.1KB) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-fixing-workplace-problems-with-your-boss.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-fixing-workplace-problems-with-your-boss.pdf.aspx)) .

### **Case study - Trisha's annual leave**

Trisha is planning to visit her community and asks her boss how much annual leave she has. Her boss says she has two weeks annual leave. Trisha thinks there is a problem and checks our [leave calculator \(www.fairwork.gov.au/leave/leave-calculator\)](http://www.fairwork.gov.au/leave/leave-calculator) .

The calculator says that Trisha has three weeks annual leave. She prints the results from the leave calculator, and has a chat to her boss. Her boss checks the records again and says sorry for the mistake.

By talking to her boss in a polite and professional way, Trisha sorted the problem out quickly.

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## **Ending work**

A notice period is the amount of time you may have to give your boss when you leave a job. It's also the amount of time your boss may need to give you if you're sacked.

How much notice should you and your boss should give each other? Check your:

- award
- registered agreement
- contract of employment.

If you have an award, use our [Pay and Conditions Tool \(www.fairwork.gov.au/Home/pact\)](http://www.fairwork.gov.au/Home/pact) .

It's also a good idea to put your notice in writing. Check out our fact sheet on [ending employment \(DOCX 56.1KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-ending-employment.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-ending-employment.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-ending-employment.docx.aspx)) (PDF 1.1MB) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-ending-employment.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-ending-employment.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.pdf.aspx)) for more information.

Redundancy is when a boss no longer requires your job to be done by anyone, or when a business becomes bankrupt or insolvent (runs out of money and has to close). Check out our fact sheet on [redundancy \(DOCX 57.9KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.docx.aspx)) (PDF 1.5MB) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-redundancy.pdf.aspx)) for more information.

## Employer information

Our [guide to hiring Aboriginal and Torres Strait Islander staff \(DOCX 75.6KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.pdf.aspx)) ([PDF 917KB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-guide-to-hiring-new-aboriginal-and-torres-strait-islander-employees.pdf.aspx)) provides information for employers who are hiring or working with Aboriginal and Torres Strait Islander peoples.

Importantly, this resource will also help employers create a workplace environment where their Aboriginal and Torres Strait Islander workers feel valued and respected.

We also have information to help you get the most out of your business and workers:

- [How can the Fair Work Ombudsman help your business fact sheet \(DOCX 58.6KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.docx.aspx)) ([PDF 1.3MB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-how-can-fwo-help.pdf.aspx)) and [message card \(DOCX 58.5KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.docx.aspx)) ([PDF 955.9KB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-can-fwo-help.pdf.aspx))
- [Problem-solving with your workers fact sheet \(DOCX 59.3KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.docx.aspx)) ([PDF 1.5MB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-problem-solving-with-your-workers.pdf.aspx)) and [message card \(DOCX 57.4KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.docx.aspx)) ([PDF 760.2KB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-problem-solving.pdf.aspx))
- [Supporting workers during Sorry Business fact sheet \(DOCX 58.1KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.docx.aspx)) ([PDF 2.4MB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-fact-sheet-sorry-business.pdf.aspx)) and [message card \(DOCX 54.1KB\)](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.docx.aspx)) ([PDF 872.8KB](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/1106/atsi-key-message-card-sorry-business.pdf.aspx)) .

### You might also be interested in

- [Our Reconciliation Action Plan \(DOCX 971.2KB\)](http://www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.docx.aspx)) ([PDF 2.9MB](http://www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.pdf.aspx)) ([www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/725/fwo-reconciliation-action-plan-17-19.pdf.aspx)) .

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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

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are 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.