



Australian Government

PALM 
Pacific Australia Labour Mobility

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Missing a shift as a short-term casual worker

You can't work your 8-hour shift today because you woke up sick. Even though you can't work the shift, it will still count towards your 120 minimum hours **because you are a casual worker, and the employer offered you the shift.** You won't get a top up payment.

120 offered hours minus 8 hours = 112 hours

If you work the remaining 112 hours this week, you will only get paid for 112 hours of work, not 120.



120 - 8 hours
= 112 hours
still counts 



For more information on minimum hour and pay requirements, please scan the QR code to access the PALM scheme worker resources hub.



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Starting work halfway through a 4-week work period

If you started halfway through the pay period for your employer (2 weeks into that 4-week period), then it will be half of the 120 hours that your employer must offer, which is 60, for the 2 weeks left for that month's pay cycle.

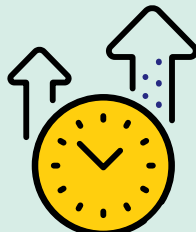
WEEK 1 – 0 HOURS

WEEK 2 – 0 HOURS

WEEK 3 – (YOU STARTED) 25 HOURS

WEEK 4 – 35 HOURS

You did 60 hours. Your employer has met the requirement when starting half way through a pay period.



**REQUIREMENT
MET**



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Minimum take home pay

Your employer must pay you at least \$200 every week after tax and deductions.

Table 1 – minimum take home pay

Week	Total weekly pay after tax	Deductions	Take home pay	Right/Wrong
1	\$700	\$350	\$350	✓
2	\$500	\$350	\$150	X
3	\$800	\$350 + \$50 from week 2 = \$400	\$400	✓

In week 2 you only made \$500 after tax. Deductions on your payslip can't be more than \$300, because then your pay would go below \$200.

If your employer deducts \$350 after tax, you will be left with **\$150**. That is not allowed. Your employer can only deduct **\$300**.

The left over **\$50** can be deducted next week (or over several weeks based on your agreement with your employer), **as long as your take home pay doesn't go below \$200 each week.**



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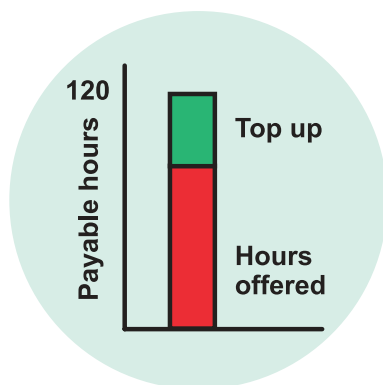
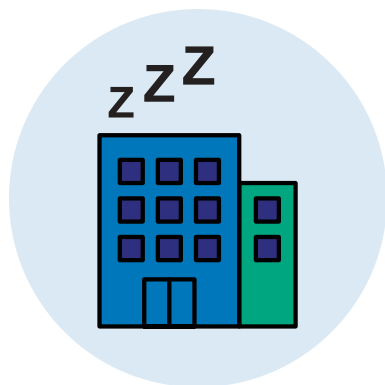
How your employer deals with low work hours

If your main work slows down, your employer may **offer** you other jobs to make you meet the minimum 120 hours of work over a 4-week period. If your employer doesn't **offer** you at least 120 hours of work over a 4-week period, you will get a top up payment and will be paid for 120 hours work.

Table 2 – top up payments for low work hours

Hours offered over 4 weeks	Hours worked over 4 weeks	Hours you will get a top up payment for	Total payable hours
120	120	0	120
100	100	20	120
120	110	0	110

Employers cannot deduct the top up payment money later.



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How often should your employer offer you work?

Weather and market changes help employers decide:

- how many days you work
- how many hours are needed to do your work
- what days of the week you will work.

You may not be offered work every day of the week. This is okay if your employer offers you enough hours over 4 weeks to meet 120 hours.

You might work more some weeks and less other weeks. This is okay.

Table 3 – Example of work hours that meet minimum hours requirement

Week	Days offered	Hours offered per day	Hours offered per week
1	Monday Tuesday Friday	10	$3 \times 10 = 30$
2	Thursday Friday	12	$2 \times 12 = 24$
3	Monday Tuesday Wednesday	12	$3 \times 12 = 36$
4	Wednesday Thursday Friday Saturday	8	$4 \times 8 = 32$
Total hours offered			122

30 hours + 24 hours + 36 hours + 32 hours = 122 hours.
Your employer has met the 120 minimum hours.



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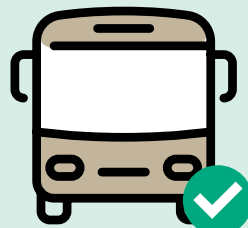
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Getting less than 20 hours work in a week

Your employer has **offered** you 19 hours of work this week. Because your employer has **offered** you less than 20 hours work, they must pay for your transport and accommodation that week. They cannot deduct these costs later.



Important notice for PALM scheme employers

When offering less than 20 hours per week to PALM scheme workers, you must comply with the PALM scheme Approved Employer Guidelines (www.palmscheme.gov.au/resources/palm-scheme-approved-employer-guidelines).

Under section 3.7.10 - Limits on Deductions, the following condition applies:

For any week in which You offer less than 20 hours of work You must cover the cost of the Worker's accommodation and transport for that week (debt cannot be accrued).

For further details, refer to section 5.3 of the PALM scheme Approved Employer Guidelines.



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Casual workers and public holidays

It's a public holiday. Your employer **offers** you your normal 6-hour shift. If you want to take the holiday this 6-hour shift will count towards your 120 minimum hours **because the employer offered you the shift**.

This means you won't get a top up payment if they offer you another 114 hours.

120 offered hours minus 6 hours = 114 hours. You will get paid for 114 hours of work, not 120.



120 - 6 hours
= 114 hours 



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