



COLES

CHRISTMAS HOLIDAYS 2024/2025 AUSTRALIA DAY 2025

All team members covered by the Coles Retail Enterprise Agreement 2024 should be aware of their entitlements for the Christmas Holiday period 2024/2025 and Australia Day 2025.

CHRISTMAS DAY - WEDNESDAY 25 DECEMBER 2024

Wednesday 25th December is a public holiday and a non-trading day. Stores are required to close. If a full-time or part-time team member is absent from work, they are paid at the base rate for the rostered working day as per the team member's standard roster.

OTHER PUBLIC HOLIDAYS

- Thursday 26th December 2024 – Boxing Day
- Wednesday 1st January 2025 – New Year's Day
- Monday 27th January 2025 – Substituted public holiday for Australia Day

Stores may open (except Christmas Day), however, work is voluntary for all team members under the Coles Retail Enterprise Agreement.

Where a store opens for trade on a public holiday, team members who would normally be rostered to work may volunteer to work the day. Coles may decide to decline such a request if there is no operational need for the team member to work.

Permanent team members who choose **not** to work their ordinary hours are entitled to the day off at their base rate of pay.

For full-time and part-time team members, payment for working on a public holiday is the base rate of pay **plus 125%** penalty and, for casual team members, payment is the base rate of pay **plus 150%** penalty, which includes casual loading.

CHRISTMAS EVE AND NEW YEAR'S EVE

For a team member working after 6pm on New Year's Eve or Christmas Eve, work is **voluntary** subject to the following:

- (i) At least 4 weeks prior, team members must advise Coles that they do not want to work;
- (ii) Coles will start a process to see if any permanent team members do not want to work their rostered hours, advising team members that work is voluntary;

- (iii) In deciding whether or not to work, team members are asked to consider customers' expectations and business operational requirements;
- (iv) Permanent team members rostered to work and who do not want to work, may (a) access annual leave; (b) if they have insufficient annual leave accrued, request to have their ordinary hours, at the sole discretion of Coles, re-rostered in the 4-week cycle as part of their ordinary hours and paid at the Base Rate of Pay and applicable penalties; or (c) if they have insufficient annual leave, and Coles is unable to re-roster their hours, take unpaid leave;
- (v) Where this occurs, at least 7 days prior, the Company will ask for volunteers to work; and
- (vi) If there are not enough volunteers to work, Coles may require a team member to work their rostered shifts so that a reasonable staffing level is reached.

ALTERNATIVE COMPENSATION FOR WORKING ON A PUBLIC HOLIDAY

Permanent team members, with the agreement of Coles on each occasion, may choose to be compensated in the following ways for working a public holiday:

- An equivalent day or time off instead without loss of pay, which must be taken within 4 weeks of the public holiday occurring (or you will be paid out); or
- An additional day or equivalent time as accrued as annual leave.

If agreement is reached, you will be paid the base rate of pay for ordinary hours worked on a public holiday.

ROSTERS

A team member's roster may not be changed with the intent of avoiding payment of penalties or loadings, or other benefits applicable. If this occurs, the team member will be entitled to such penalty, loading or benefit as if the roster had not changed.

PUBLIC HOLIDAY RATES OF PAY

Level 1 Team Member – Store Team Member, Store Cleaner, Personal Shopper

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
Under 16 years	\$27.44	\$30.48
16 Years	\$30.09	\$33.43
17 Years	\$35.99	\$39.99
18 Years	\$41.89	\$46.55
19 Years	\$47.50	\$52.77
20 Years & over	\$59.00	\$65.56

Level 2 Team Member – Store Team Member (Ride on Trolley Collector), Coles Services Vehicle Operators

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
18 Years	\$42.89	\$47.65
19 Years	\$48.63	\$54.03
20 Years & over	\$60.40	\$67.12

Level 3 Team Member – Skilled Non-tradesperson, Second In Charge (non-trades), Customer Service Agent

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
18 Years	\$43.56	\$48.40
19 Years	\$49.39	\$54.88
20 Years & over	\$61.35	\$68.17

Level 4 Team Member – Baker, Administration Assistant, Service Supervisor (supervising up to 15 team members)

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
All years	\$62.56	\$69.51

Level 5 Team Member – Service Supervisor (supervising over 15 team members), Second In Charge (trades)

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
All years	\$65.11	\$72.35

Level 6 Team Member – Office In Charge, Department Manager/Team Leader (trades), Department Manager/Team Leader (non-trades), Duty Manager

Age	Agreement Hourly Rate (225%)	Agreement Casual Hourly Rate (250%)
All years	\$66.09	\$73.43

Through the efforts of the SDA, employees working under the Coles Retail Enterprise Agreement are protected by the benefits of this Agreement. The SDA is the union that best represents and protects the wages and working conditions of all retail employees. If you know any fellow retail employee who is not currently a member of the SDA, you can help them protect their interests by encouraging them to join the SDA.

**Not a member?
Scan below to join.**



**Alternatively,
visit www.sdavic.org
or call the SDA on (03) 9698 1400
or Freecall 1800 133 048**

Authorised by: Michael Donovan, SDA State Secretary