



Australian Government

What's Next?



Redundancy

Your rights and considerations

Losing your job can be a difficult time. This is a general guide to redundancy and other support services available to help you figure out what you're entitled to and how you can get the assistance you need to find a new job.

Understand your rights and entitlements

When can redundancy happen?

Redundancy happens when a business no longer needs a job done by anyone. It can also happen when the business becomes bankrupt.

If you think your redundancy is not genuine, you can log a claim with the Fair Work Commission within 21 days of dismissal. Visit www.fwc.gov.au for more information.

How can I determine my redundancy pay and entitlements?

The Fair Work Ombudsman has a simple online tool to help you calculate your entitlements. Go to www.calculate.fairwork.gov.au/EndingEmployment to access the tool.

Visit www.fairwork.gov.au/redundancy for more information about your redundancy rights and entitlements or call **13 13 94** from 8am to 5.30pm Monday to Friday.

How much redundancy pay should I get?

Depending on how long you have worked for your employer, you may be entitled to redundancy pay.

The National Employment Standards, your employment contract, an enterprise agreement or a Modern Award may outline these entitlements.

The National Employment Standards does not provide redundancy pay entitlements to:

- ① employees with less than one year of service
- ② employees of a small business with less than 15 staff
- ③ casual employees.

The redundancy pay is based on how long you have worked for your employer.

Example of redundancy pay

Period of continuous service	Redundancy Pay
Between 1 and 2 years	4 weeks
Between 2 and 3 years	6 weeks
Between 3 and 4 years	7 weeks
Between 4 and 5 years	8 weeks

Remember to

- Understand your rights and entitlement
- Act quickly to find a new job
- Plan your finances
- Look after your mental and physical health



How much notice should I be given?

There are minimum notice periods based on how long you have worked for your employer. Casual employees, contractors, and some construction and meat industry workers are not entitled to notice by the National Employment Standards.

Example of the standard minimum notice

Period of continuous service	Notice period
1 year or less	1 week
Between 1 and 2 years	2 weeks
Between 3 and 5 years	3 weeks
More than 5 years	4 weeks

What if my full entitlements have not been paid?

If the business is still operating, contact the Fair Work Ombudsman by visiting www.fairwork.gov.au or calling the Fair Work Infoline on **13 13 94**.

If your former employer has become bankrupt or entered liquidation, you may be eligible for financial assistance through the Fair Entitlements Guarantee. For more information, visit www.dewr.gov.au/fair-entitlements-guarantee or call **1300 135 040**.

You should also check your superannuation fund to ensure your employer has paid your contributions. If you are concerned your superannuation hasn't been paid or is incorrect, you can contact the Australian Taxation Office on **13 10 20** or visit www.ato.gov.au and search for [unpaid super](#)

Act quickly to look for a new job

Acting quickly to find a new job is important. Update your resumé to include all your skills and highlight skills that a new employer may value.

Where can I get help to find a new job?

Workforce Australia

Workforce Australia is an Australian Government employment service. If you have been retrenched, you can access support **3 months before** your retrenchment date and up to **6 months after** your retrenchment date.

Through the Early Access initiative, retrenched workers and their partners are eligible for Workforce Australia Services. Participants registered under the Early Access initiative can register for in person provider led services or online services. You do not need to be eligible for income support (Centrelink) payments.

Contact a Workforce Australia Employment Services Provider of your choice. Let them know you are a retrenched worker and would like to register under the Early Access initiative.

If you would like to know more, including the details of your local providers, visit WorkforceAustralia.gov.au or call the Digital Support Contact Centre (DSCC) on **1800 314 677**.

What's Next? website

The What's Next? website has resources for retrenched workers. This includes information on careers, training opportunities, help with resumés and practical tips for finding a new job. Go to WhatsNext.dewr.gov.au to find out more.