

Payroll Review Update

Your ASU representatives met with the company on 1 December to discuss the recent payroll review and to table the petition signed by so many Virgin staff members.

The ASU strongly believes that Virgin should not deduct incorrectly credited annual leave from team members. Incorrect leave balances have occurred due to company errors, yet Virgin is requesting that staff bear the brunt of their mistakes.

We raised a number of concerns with the company including the lack of consultation and information provided to affected team members. The ASU has requested that a payroll representative be available for one-on-one meetings in Melbourne to provide a detailed explanation around the manual breakdowns of adjusted leave.

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ASU Organiser
Imogen Sturni
0433 339 656
www.asu.org

What should I do if my leave balance has been adjusted?

1. Contact payroll immediately requesting a full breakdown of the adjustments, including how these errors occurred in the first place.

It is crucial that you review Virgin's calculations to ensure they are correct.

2. If you would like to have a one-on-one meeting with payroll please send an email through to both payroll and isturni@asupsvic.org or to one of your ASU delegates. Virgin have committed to sending someone from payroll to Melbourne if requested by enough staff.

Remember, as a union member you are entitled to have a representative with you in all meetings with the company. This includes any meeting held in relation to the payroll review. You can also contact your ASU delegates or organiser if you need any assistance reviewing the calculations provided by payroll.

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