# Employment record – Part 2: Leave record

## Annual leave

Employee name:

Date employee commenced: / / Shift worker\*:  Yes  No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Leave accrual\* | | Details of leave taken | | | | Leave balance  (hours/ mins) |
| Date | Hours accrued | Leave taken | | Amount paid | |
| From | To | Amount paid\* | Date paid\* |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |
| / / | hours | / / | / / | $0,000.00 | / / | hours |

### Leave cashed out

|  |  |
| --- | --- |
|  | Note: An employer and employee can agree to cash out an accrued amount of leave in accordance with the Fair Work Act 2009. Where this occurs, an employer must keep a copy of the agreement. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount of leave cashed out\* | Type of leave\*  e.g. annual leave | Rate of payment | Amount paid\* | Date paid |
| hours |  | $00.00 | $0,000.00 | / / |
| hours |  | $00.00 | $0,000.00 | / / |

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|  |  |
| --- | --- |
|  | Note:  1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first.  2. Where there is a transfer of a business from the old employer to the new employer (e.g. the business changes hands), employee records must be transferred to the new employer for each transferring employee.  3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading. |

## Personal leave (sick leave (for illness/injury), carer’s leave or compassionate leave)

Employee name: Date employee commenced: / /

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of leave\*  (e.g. sick leave or compassionate leave) | Leave accrual\* | | Details of leave taken | | | | Reason for leave/Comment\* | Balance |
| Date | Hours accrued | Leave taken | | Certificate\* | |
| From | To | Yes | No |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |

### Leave cashed out

|  |  |
| --- | --- |
|  | Note: An employer and employee can agree to cash out an accrued amount of leave in accordance with the Fair Work Act 2009. Where this occurs, an employer must keep a copy of the agreement. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount of leave cashed out\* | Type of leave\* (e.g. personal leave) | Rate of payment | Amount paid\* | Date paid |
| hours |  | $00.00 | $0,000.00 | / / |
| hours |  | $00.00 | $0,000.00 | / / |

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## Long service leave

|  |  |
| --- | --- |
| Employee name: |  |

Date employee commenced: / / Employee termination date: / /

|  |  |
| --- | --- |
| Award/Industrial instrument (e.g. General Retail Industry Award 2010): |  |

|  |  |
| --- | --- |
| Long service leave entitlement comes from (e.g. specify the relevant state legislation): |  |

|  |  |
| --- | --- |
| Leave accrual (rate of accrual e.g. weekly, monthly, etc.): |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Leave accrual\* | | | Details of leave taken | | | | Leave balance |
| Date | Weeks | Additional days | Leave taken | | Amount paid | |
| From | To | Amount paid\* | Date paid\* |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| / / | weeks | days | / / | / / | $00,000.00 | / / | weeks |
| **Leave balance upon termination of employment** | | | | | | | weeks |
| **Amount paid upon termination of employment** | | | | | | | $00,000.00 |
| **Date of payment** | | | | | | | / / |

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## Other leave (e.g. parental leave, leave without pay, etc.)

Employee name: Date employee commenced: / /

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of leave\* | Leave accrual\* | | Details of leave taken | | | | Reason for leave/Comment\* | Balance |
| Date | Hours accrued | Leave taken | | Certificate\* | |
| From | To | Yes | No |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
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|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |

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| --- | --- |
|  | Note:  1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first.  2. Where there is a transfer of a business from the old employer to the new employer (e.g. the business changes hands), employee records must be transferred to the new employer for each transferring employee.  3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading.  4. There are additional record keeping requirements for employees taking paid parental leave under the Paid Parental Leave Act 2010 and the Paid Parental Leave Rules 2010. Find out more at [www.familyassist.gov.au](http://www.familyassist.gov.au). |