Sick leave calculation guide

The guide outlines a step by step process for calculating how much sick leave an employee has owing. Tables are provided for both full time and part time employees.

An employee, other than a casual employee, is generally entitled to be paid two weeks of sick leave each year, up to a maximum of 76 hours per year. Sick leave can be taken in part days.

Please note:
- Many WA awards also have specific requirements about sick leave and how and when sick leave is taken by employees such as notice requirements.
- If you know which award applies to your business or employment please check the WA award summaries on the Department of Commerce Labour Relations website [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).
- If you don't know if a WA award applies to you please contact Wageline on 1300 655 266 or [wageline@commerce.wa.gov.au](mailto:wageline@commerce.wa.gov.au) to determine the award coverage.

Full time employees

- Full time employees working a 38 hour week accrue sick leave at the rate of 1.461 hours per completed week of service (76/52 = 1.461).

**Step 1**
Calculate the total number of hours of sick leave the employee has accrued

\[
\text{Number of completed weeks of service} \times 1.461 = \text{Total hours of sick leave accrued}
\]

**Step 2**
Reduce the total hours accrued by the number of hours of sick leave already taken to determine the number of hours paid sick leave owed

\[
\text{Total hours of sick leave accrued} - \text{Sick leave already taken} = \text{Sick leave hours owed}
\]

If you have any queries about sick leave, please contact Wageline on 1300 655 266 or [wageline@commerce.wa.gov.au](mailto:wageline@commerce.wa.gov.au)

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Part time employees.

- Part time employees also receive 2 weeks of sick leave per year but it is paid based on their part time hours.
- For example, an employee working 10 hours per week would be entitled to 2 weeks of sick leave per year paid at a rate of 10 hours per week (i.e. 20 hours).

**Step 1**
If the employee’s hours differ each week first work out the average hours worked per week

\[
\text{Total hours worked} / \text{Number of completed weeks of service} = \text{Average hours worked per week}
\]

**Step 2**
Use the average number of hours to calculate how much sick leave the employee accrues per week

\[
\text{Average hours worked per week} / 38^* \times 1.461 = \text{Number of hours of sick leave accrued per week of service}
\]

**Step 3**
Calculate the total number of hours of sick leave the employee has accrued

\[
\text{Number of hours of sick leave accrued per week of service} \times \text{Number of completed weeks of service} = \text{Total hours of sick leave accrued}
\]

**Step 4**
Reduce the total hours owed by the number of hours of sick leave already taken to determine the final number of hours paid sick leave the employee has available

\[
\text{Total sick leave hours owed} - \text{Sick leave hours already taken} = \text{Sick leave hours available to be used}
\]

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