**Template 4 – Leave record**

| **Employment details** | | | |
| --- | --- | --- | --- |
| **Employee’s name:** |  | **Employer’s name:** |  |
| **Date of birth (if under 21):** |  | **ABN:** |  |
| **Name of WA award:** |  | **Trading name of business:** |  |
| **Job classification / Level:**  *(e.g. Food and Beverage Attendant Level 2; apprentice carpenter, hairdresser)* |  | **Employment status:**  *(Full time, part time, casual)* |  |

| **Type of leave** *(Annual leave, long service leave, paid sick/carers leave, parental leave, unpaid carer’s leave, leave without pay, bereavement leave)* | **Opening balance** | **Details of leave taken** | | | | **Reasonable proof provided** *(if required)* | | | **Leave balance** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of leave taken** | **Hours/minutes** | **Date** | **Hours** | **From** | **To** | **Yes** | **No** | **N/A** | **Hours/minutes** |
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Leave loading may be payable on annual leave if the employee is covered by a WA award.

All leave taken should also be recorded in the time and wages record for the relevant pay period (use Template 2).

**Disclaimer**

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