Annual leave

This guide outlines a step by step process for calculating the number of hours of annual leave an employee has accrued and if the employment is ending, the required annual leave payments. Tables are provided for both full time and part time employees.

- Most WA awards require employees to be paid annual leave loading when taking annual leave.
- WA awards may also have specific requirements about payment of annual leave and how and when annual leave is taken by employees such as notice requirements.

Further information on annual leave entitlements is available at [www.dmirswa.gov.au/wageline](http://www.dmirswa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

Full time employees

Full time employees are entitled to four weeks of annual leave for each year of completed service, up to a maximum of 152 hours per year. Full time employees working a 38 hour week accrue annual leave at the rate of 2.923 hours per completed week of service (152/52 = 2.923)

### Step 1
Calculate the total number of hours of annual leave the employee has accrued

- Number of completed weeks of service
- Multiplied by 2.923
- Equals total hours of annual leave accrued

**Example:**
Employee has worked for 52 weeks
- 2.923
= 152 hours of annual leave

### Step 2
Reduce the total hours accrued by the number of hours of annual leave already taken to determine the number of hours of annual leave the employee has available

- Total hours of annual leave accrued
- Minus annual leave hours already taken
- Equals annual leave hours available to be used

**Example:**
152 hours accrued
- 38 hours annual leave taken
= 114 annual leave hours available

### Step 3
Only use Step 3 if the employment is ending

- Annual leave hours owed
- Multiplied by current hourly rate of pay
- Equals annual leave payment

**Example:**
114 hours annual leave owed
- $20 hourly rate
= $2,280.00 annual leave payment
Part time employees

Part time employees are entitled to four weeks of annual leave per year paid on a pro rata basis according to the number of hours they work. If the part time employee works different hours each week, calculate how much annual leave they are entitled to on a weekly basis.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate how many annual leave hours a part time employee has accrued each working week.</td>
<td>Calculate the total number of hours of annual leave the employee has accrued.</td>
<td>Reduce the total hours accrued by the number of hours of annual leave already taken. To determine the number of hours of annual leave the employee has available.</td>
<td>If employment is ending calculate the annual leave payment on termination or resignation.</td>
</tr>
<tr>
<td>Total hours worked for the week divided by 38 hours Multiplied by 2.923 Equals number of hours of annual leave accrued for the week.</td>
<td>Add up the accrued hours of annual leave per week of service Equals the total amount of accrued annual leave.</td>
<td>Total hours of annual leave accrued Minus annual leave hours already taken Equals annual leave hours available to be used.</td>
<td>Annual leave hours accrued (owed) Minus annual leave hours already taken Equals annual leave hours available to be used.</td>
</tr>
<tr>
<td><strong>Example:</strong> Employee worked 20 hours in one week = 20 hours / 38 hours x 2.923 = 1.54 hours annual leave for one week.</td>
<td><strong>Example:</strong> 1.54 hours of annual leave accrued per week of service* x 20 completed weeks of service = 30.8 hours of annual leave accrued.</td>
<td><strong>Example:</strong> 30.8 hours accrued - 5 hours leave used = 25.8 annual leave hours available to use.</td>
<td><strong>Example:</strong> 25.8 hours of annual leave owed x $20 hourly rate of pay = $516 annual leave payment owed.</td>
</tr>
</tbody>
</table>

*In this example the employee works the same number of part time hours each week. If a part time employee varies their working hours each week, then the accrued hours of annual leave will also change each week. Add together each week amount to get the total number of accrued annual leave hours.

**Record Keeping**

Employers must keep time and wages records that include all annual leave taken by employees and/or paid out on termination or resignation. The [Record Keeping Requirements page](#) on the Wageline website has details.

**Contact Wageline on 1300 655 266 if you have any queries about annual leave.**

**Disclaimer**

This leave calculation guide is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Mines, Industry Regulation and Safety does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.