# Annual leave record template

## WA state system employees

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Hours taken** | **Details of leave taken** | | | | **Leave Balance**  **(hours/minutes)** |
| **From** | **To** | **Leave Loading** | **Amount paid** |
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* All leave should also be recorded in the time and wages record for the relevant pay period.
* Wageline’s [Annual leave calculation guide](https://www.commerce.wa.gov.au/publications/wageline-leave-calculation-guides) explains and provides examples of how to calculate annual leave.
* For information about annual leave visit the [Annual leave webpage](https://www.commerce.wa.gov.au/labour-relations/annual-leave-0).
* Employers must keep all records for at least seven years after they are made for both current and past employees. If the business is sold, the records should be transferred to the new employer.
* For more information please visit the Wageline website [www.commerce.wa.gov.au/wageline](http://www.commerce.wa.gov.au/wageline) or call Wageline on 1300 655 266.

**Disclaimer**

The Department of Commerce has prepared this template to provide information on record keeping requirements for state system employers. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.