

Annual leave record template

WA state system employees

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

Date	Hours taken	Details of leave taken				Leave Balance (hours/minutes)
		From	To	Leave Loading	Amount paid	

- All leave should also be recorded in the time and wages record for the relevant pay period.
- Wageline's [Annual leave calculation guide](#) explains and provides examples of how to calculate annual leave.
- For information about annual leave visit the [Annual leave webpage](#).
- 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.dmirs.wa.gov.au/wageline or call Wageline on 1300 655 266.

Disclaimer

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