



Department of **Consumer
and Employment Protection**
Government of Western Australia

Labour Relations

Our Ref: WC/0003/2000
Enquiries: Andrew Harper (9222 7656)

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 13 OF 2002

ACCRUAL OF LEAVE ENTITLEMENTS

A number of Departments and Authorities have systems in place which record and report accrual of leave entitlements in a manner other than prescribed by the relevant award or agreement.

Although these systems provide the same accrual over a full year, at any time less than a full year accrued leave may vary from that provided in the award or agreement. In all cases the award or agreement will prevail.

Agencies must ensure that upon the cessation of employment, all leave entitlements accrued are audited against the entitlement provided by the relevant award or agreement. This will ensure that the correct benefit is provided to employees.

**JEFF RADISICH
ACTING EXECUTIVE DIRECTOR
LABOUR RELATIONS**

3 September 2002