



# Leave Calculation Guide

## Annual leave

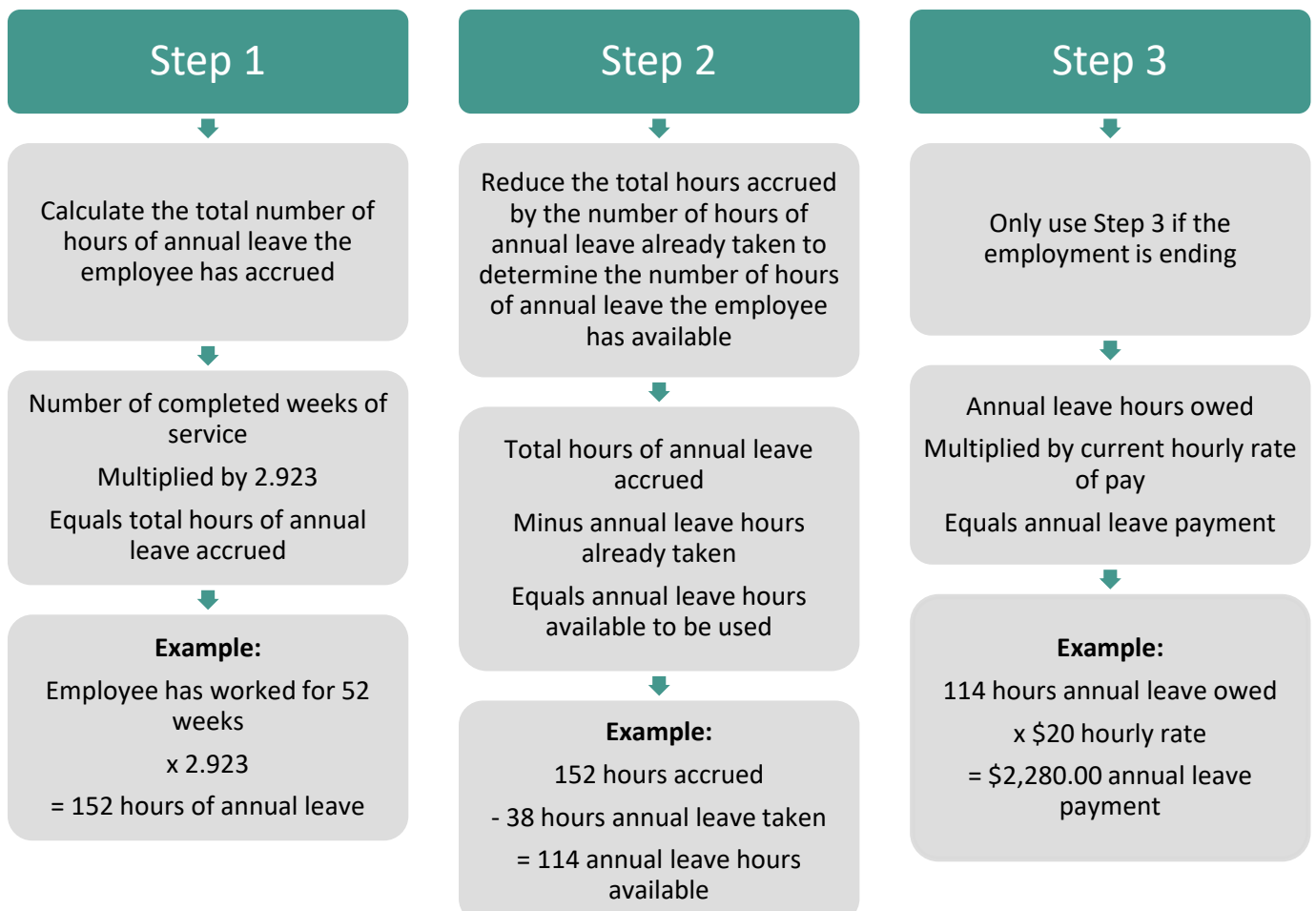
This guide outlines a step by step process for calculating the number of hours of annual leave an employee has accrued and if the employment is ending, the required annual leave payments. Tables are provided for both full time and part time employees.

- 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.dmir.wa.gov.au/wageline](http://www.dmir.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

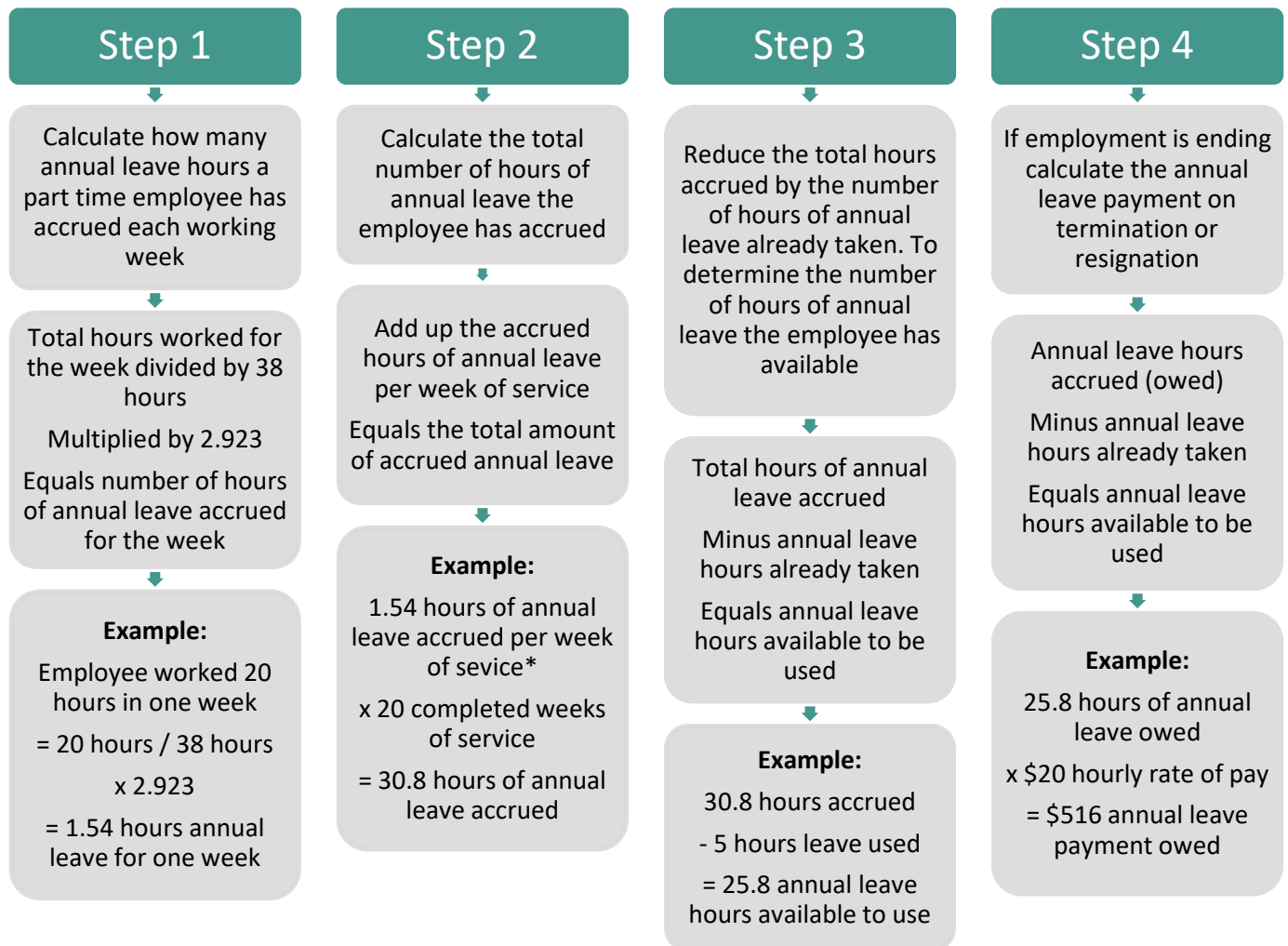
### Full time employees

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 ( $152/52 = 2.923$ )



## 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.



\*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 [Employment records and pay slips](#) section 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.