



# Leave Calculation Guide

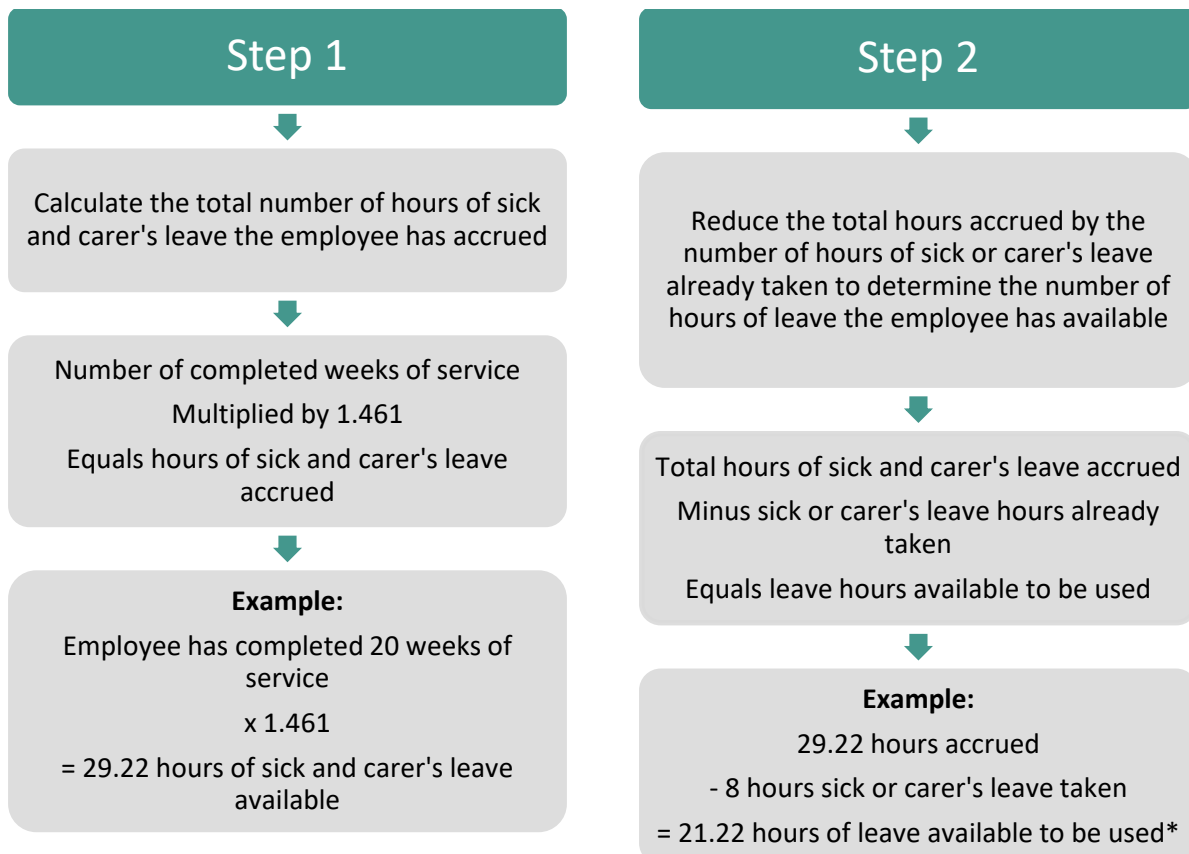
## Sick and carer's leave

This guide outlines a step by step process for calculating the number of hours of sick and carer's leave an employee has accrued. Tables are provided for both full time and part time employees.

- Full time and part time employees are entitled to paid sick and carer's leave equivalent to the number of hours they would ordinarily work in a two week period – up to a maximum of 76 hours per year.
- A full time or part time employee is entitled to use paid sick leave to care for a member of their family or household who is injured or ill. In the first year of employment, an employee can use any paid sick leave that they have accrued to date for caring purposes. In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- Many WA awards also have specific requirements about sick and carer's leave and how and when sick leave is taken by employees such as notice requirements.
- Further information on sick and carer's leave entitlements is available at [www.dmirs.wa.gov.au/wageline](http://www.dmirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

### Full time employees

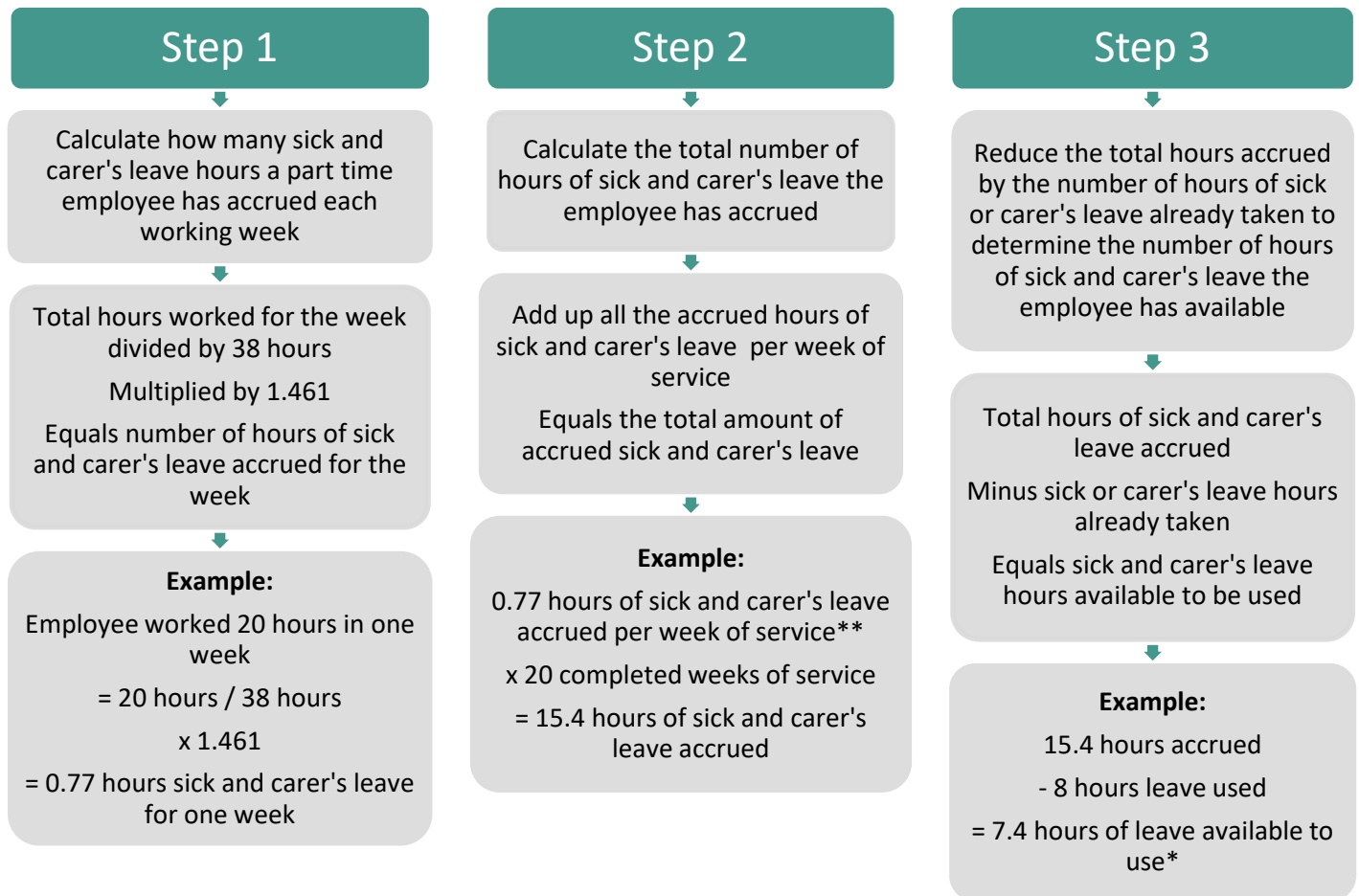
Full time employees working a 38 hour week accrue sick and carer's leave at the rate of 1.461 hours per completed week of service ( $76/52 = 1.461$ ).



\*Only 76 hours of the sick and carer's leave accrued each year can be used for caring purposes.

## Part time employees

Part time employees are entitled to two weeks of sick and carer's leave per year paid on a pro rata according to the number of hours they work per week. For example, an employee working 10 hours per week would be entitled to 2 weeks of sick and carer's leave per year paid at a rate of 10 hours per week (i.e. 20 hours).



\*Part time employees can only use the relevant portion of 76 hours, based on their ordinary hours, as leave for caring purposes each year.

\*\* 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 sick and carer's leave will also change each week. Add together each week amount to get the total number of accrued sick and carer's leave hours.

## Unpaid carer's leave

An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceeded the maximum amount of carer's leave that can be taken in any 12 month period.

## Record keeping

Employers must keep time and wages records that include all sick and carer's leave taken by employees. The [Employment records and pay slips](#) section on the Wageline website has details.

## 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.