



# Leave Calculation Guide

## Long service leave

Long service leave is a paid leave entitlement for employees who have worked continuously in a business for a specified period of time. Full time, part time and casual employees are entitled to long service leave.

The state long service leave obligations in the *Long Service Leave Act 1958* apply to most WA businesses, including businesses covered by national modern awards. More details on who is covered by the *Long Service Leave Act*, and how to check coverage is on the [Long Service Leave page](#) on Wageline's website.

If the employee is working in the construction industry, there are special arrangements for long service leave. Visit [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) for details.

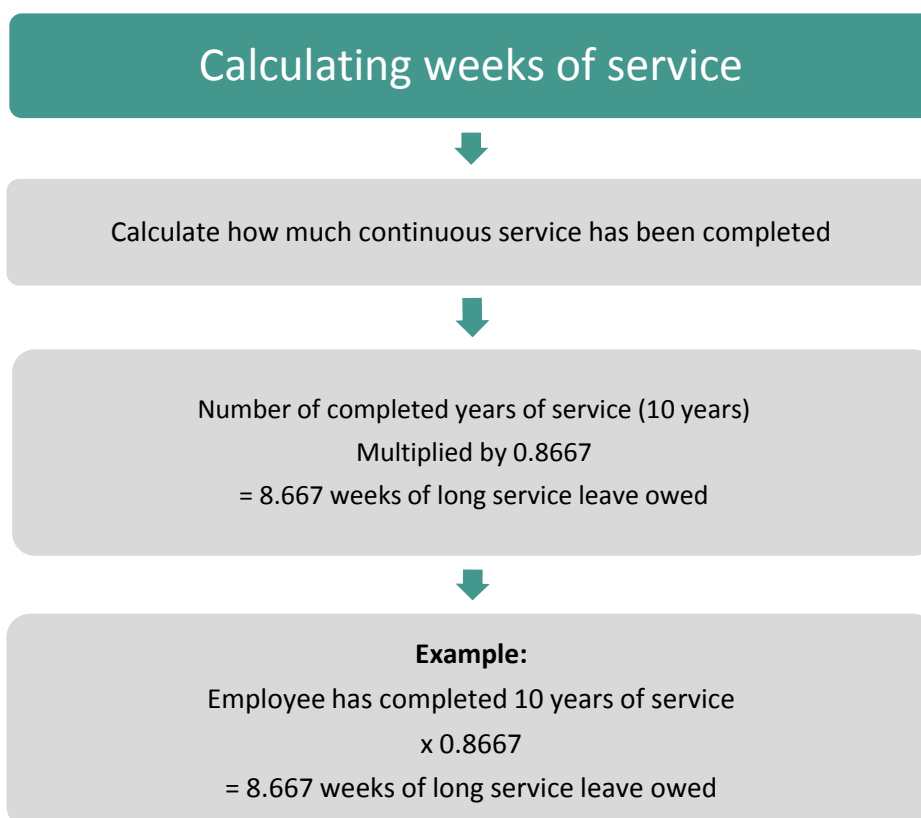
## Taking long service leave

The long service leave entitlement for full time, part time and casual employees is:

- After 10 years of continuous employment working in the same business –  $8^{2/3}$  weeks paid leave
- For every 5 years of continuous employment working in the same business after the initial 10 years –  $4^{1/3}$  weeks paid leave.

### Example 1 – Taking long service leave

Please be aware that the number of weeks due to full time, part time and casual employees is the same if they have performed the same length of service. Please see page 3 for information on how payment for long service leave differs for these types of employment.



## Long service leave on termination

When an employee resigns, is dismissed, is made redundant, or dies the employee is entitled to long service leave as follows:

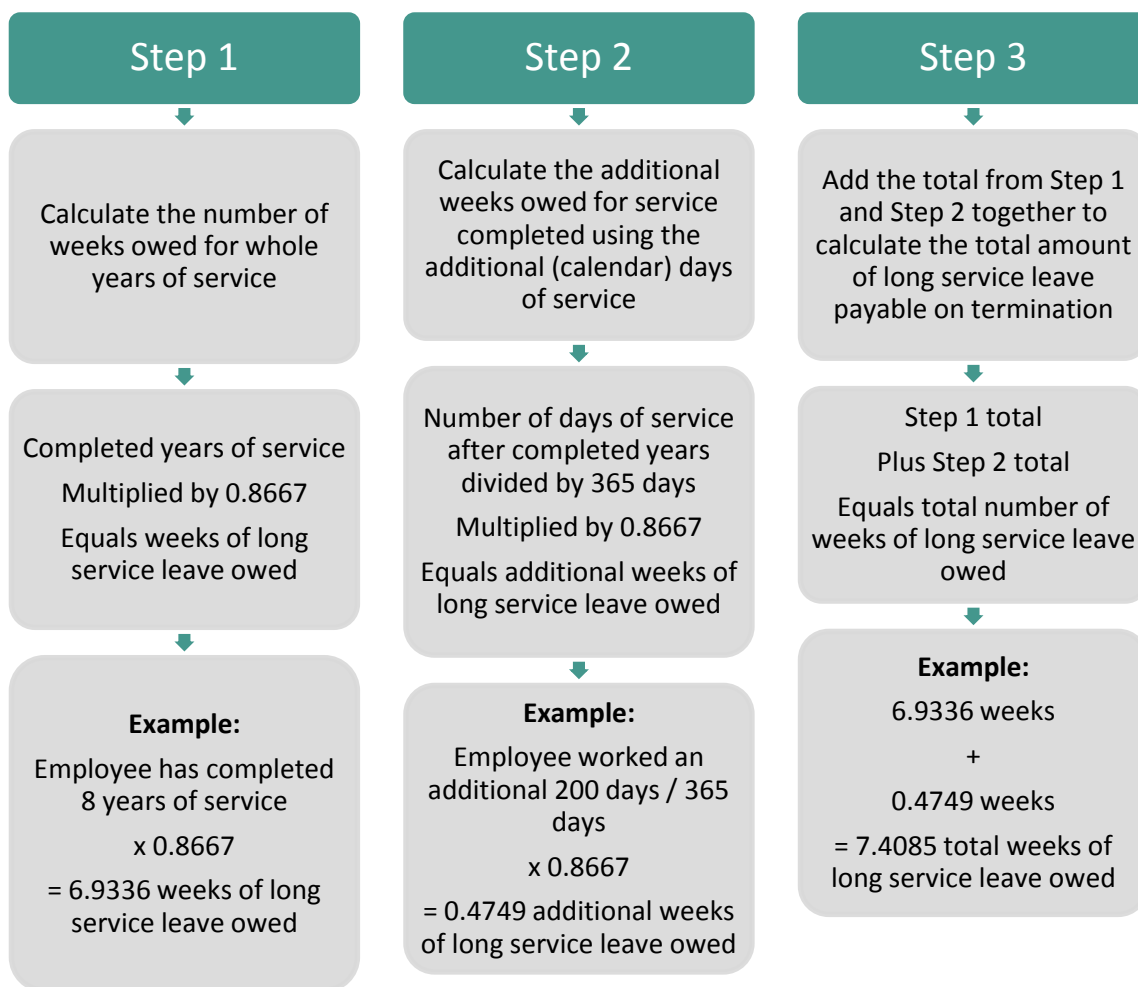
- If the employee has completed at least 7 years but less than 10 years of continuous employment – the employee is entitled to long service leave on a proportionate basis of  $8^{2/3}$  weeks for 10 years of continuous employment. This entitlement is calculated for the employee's entire period of employment, including years, months and days (unless terminated for serious misconduct).
- If an employee already had an entitlement to long service leave they are entitled to long service leave on a proportionate basis of  $8^{2/3}$  weeks for 10 years of continuous employment for each completed year of employment since last becoming entitled to long service leave. This entitlement is calculated on completed years of employment only.

An employee who has completed a full qualifying period of service (e.g. 10 years) is entitled to be paid out their full long service leave entitlement (e.g.  $8^{2/3}$  weeks) on termination, regardless of the circumstances of the termination.

Where an employee has a period of service that is less than the full time qualifying period and they were terminated by their employer for serious misconduct, they are not entitled to pro rata long service leave.

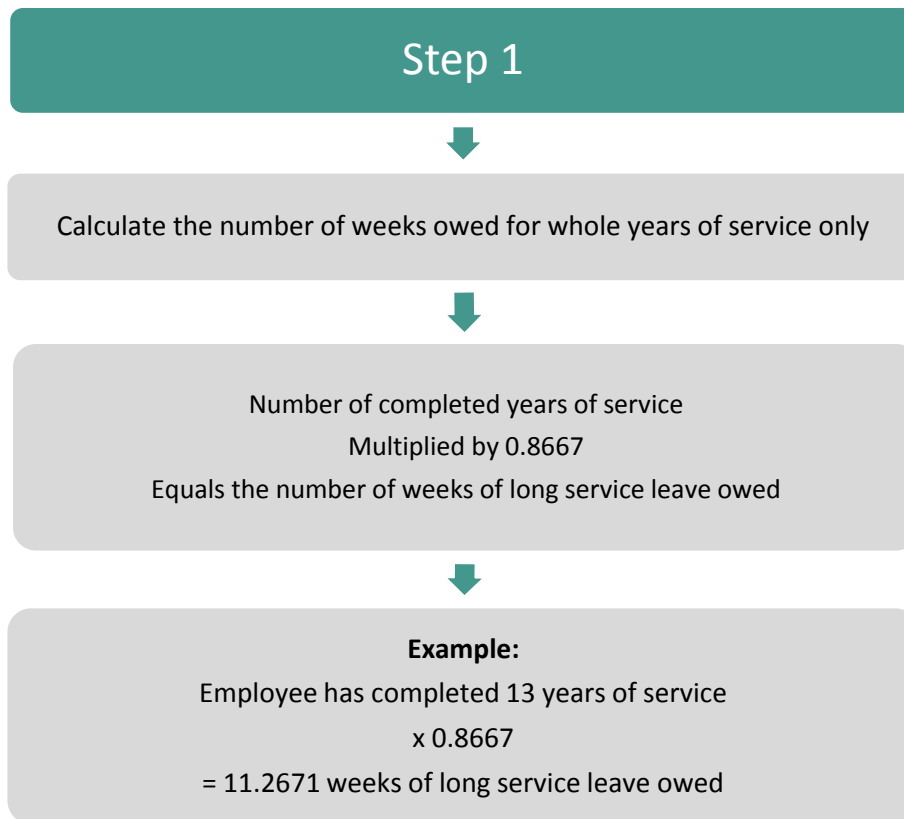
### Example 2 – termination after 7 years but less than 10 years of continuous service

This example is based on an employee who has worked 8 years and 200 days.



## Example 3 – termination after 10 years of continuous service

This example is based on an employee who has worked for 13 years and 200 days.



## Payment for long service leave

- Employees are paid their “ordinary pay” when on long service leave. They are not paid for any shift or overtime payments, penalty rates or allowances.
- To calculate the long service leave entitlement for a casual or part time employee, the hours the employee has worked per week are averaged for the period of employment during which the long service leave accrued.
- If the normal weekly number of hours have varied over the period of employment of a full time, part time or casual employee the normal weekly number of hours of work are deemed to be the average weekly number of hours worked by the employee during that period of employment (calculated by reference to such hours as are ascertainable if the hours actually worked over that period are not known).
- If the employee is paid by results, such as piece rates or commission work, the rate of pay while on long service leave is the average weekly rate earned during the past 12 months.

## Record keeping

Employers must keep time and wages records that include all long service leave taken by employees and/or paid out on termination or resignation. The [Record keeping requirements page](#) on the Wageline website has details.

**Contact Wageline on 1300 655 266 if you have any queries about long service leave.**

### Disclaimer

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