

Long service leave record template

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>	

Start date of employment:		Date first eligible for long service leave: <i>Any period of approved absence such as unpaid parental leave or leave without pay does not count as service when calculating long service leave, but does not break the service. The date an employee is eligible for long service leave may need to be adjusted.</i>	
Amount accrued when eligible for long service leave (weeks):			

Details of leave taken				Leave balance
From	To	Rate of pay <i>(ordinary rate excluding overtime, shift payments, penalty rates and allowances)</i>	Amount paid	

My Leave Construction industry portable long service leave <i>(if you work in the construction industry you must be registered with My Leave)</i>			
Scheme number <i>(employee My Leave membership number):</i>		Start and finish dates of employment:	
Employee address:		Number of days on site:	

- All leave taken should be recorded in the time and wages record for the relevant pay period.
- Under the *Long Service Leave Act* the length of employment for an employee's long service leave entitlements is based on the total time with the business, rather than any one specific employer.
- An employer who buys a business or part of a business will take on long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in the sale contract.
- Wageline's [Long service leave calculation](#) guide explains and provides examples of how to calculate long service leave.
- Information about long service leave on the [Long service leave webpage](#).
- Information about the Construction industry portable long service leave scheme (My Leave) is available at www.myleave.wa.gov.au
- Records relating to long service leave must be kept during the period of employment and for seven years from the date employment ends. 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

The Department of Mines, Industry Regulation and Safety has prepared this template to provide information on long service leave record keeping requirements for employers covered by the *Long Service Leave Act*. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.