

Sick and carer's and other leave record template

WA state system employees

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>		Pay period dates	
Employment status <i>(Full time, part time or casual):</i>		Pay date	

Type of leave					Leave accrual		Details of leave taken			Reasonable proof provided			Reason for leave/comments	Balance
Sick	Carers	Parental	Leave without pay	Other	Date	Hours	From	To	Amount paid	Yes	No	N/A		

- All leave taken should also be recorded in the time and wages record for the relevant pay period.
- Wageline's [Sick leave calculation guide](#) explains and provides examples of how to calculate sick leave.
- For information about sick and carer's leave visit the [Sick and carer's leave entitlements webpage](#).
- Employers must keep all records for at least seven years after they are made for both current and past employees. If the business is sold, 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

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