

Sick leave calculation guide

The guide outlines a step by step process for calculating how much sick leave an employee has owing. Tables are provided for both full time and part time employees.

An employee, other than a casual employee, is generally entitled to be paid two weeks of sick leave each year, up to a maximum of 76 hours per year. Sick leave can be taken in part days.

Please note:

- Many WA awards also have specific requirements about sick leave and how and when sick leave is taken by employees such as notice requirements.
- If you know which award applies to your business or employment please check the WA award summaries on the Department of Commerce Labour Relations website www.commerce.wa.gov.au/labourrelations
- If you don't know if a WA award applies to you please contact Wageline on 1300 655 266 or wageline@commerce.wa.gov.au to determine the award coverage.

Full time employees

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

Step 1

Calculate the total number of hours of sick leave the employee has accrued

Number of completed weeks of service

X
1.461
=

Total hours of sick leave accrued

Step 2

Reduce the total hours accrued by the number of hours of sick leave already taken to determine the number of hours paid sick leave owed

Total hours of sick leave accrued

-
Sick leave already taken
=

Sick leave hours owed

If you have any queries about sick leave, please contact Wageline on 1300 655 266 or wageline@commerce.wa.gov.au

Part time employees.

- Part time employees also receive 2 weeks of sick leave per year but it is paid based on their part time hours.
- For example, an employee working 10 hours per week would be entitled to 2 weeks of sick leave per year paid at a rate of 10 hours per week (i.e. 20 hours).

Step 1

If the employee's hours differ each week first work out the average hours worked per week

$$\begin{array}{r} \text{Total hours worked} \\ / \\ \text{Number of completed weeks of service} \\ = \\ \text{Average hours worked per week} \end{array}$$

Step 2

Use the average number of hours to calculate how much sick leave the employee accrues per week

$$\begin{array}{r} \text{Average hours worked per week / 38*} \\ \times \\ 1.461 \\ = \\ \text{Number of hours of sick leave accrued} \\ \text{per week of service} \end{array}$$

Step 3

Calculate the total number of hours of sick leave the employee has accrued

$$\begin{array}{r} \text{Number of hours of sick leave accrued} \\ \text{per week of service} \\ \times \\ \text{Number of completed weeks of service} \\ = \\ \text{Total hours of sick leave accrued} \end{array}$$

Step 4

Reduce the total hours owed by the number of hours of sick leave already taken to determine the final number of hours paid sick leave the employee has available

$$\begin{array}{r} \text{Total sick leave hours owed} \\ - \\ \text{Sick leave hours already taken} \\ = \\ \text{Sick leave hours available to be used} \end{array}$$