

EMPLOYMENT RECORDS - PART 2 – LEAVE RECORDS

PERSONAL LEAVE (including Sick Leave and Carers Leave)											
Employee name:			Date employee commenced:			Date employee eligible:			Leave accrual rate*:		
Type of leave* (eg. sick leave)	Leave accrual*		Details of leave taken				Reason for leave / comment*	Balance			
	Date	Hours	Leave taken		Certificate*						
			From	To	Yes	No					

OTHER LEAVE (eg. Maternity/Paternity Leave, Leave Without Pay etc.)											
Employee name:			Date employee commenced:			Date employee eligible:			Leave accrual rate*:		
Type of leave* (eg. sick leave)	Leave accrual*		Details of leave taken				Reason for leave / comment*	Balance			
	Date	Hours	Leave taken		Certificate*						
			From	To	Yes	No					

- Note:**
1. All records must be retained for a minimum of seven years from the date the employee ceases their employment or an alternation to the record is made whichever occurs first.
 2. Where there is a transfer of a business from the old employer to the new employer (eg. business changes hands), employee records must be transferred to the new employer for each transferring employee.
 3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading.

The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk () is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model. An employer is not compelled to provide information outside the requirements contained in the record keeping provisions of the Fair Work Regulations 2009. The minimum record keeping requirements are contained in the Fair Work Regulations 2009.*