EMPLOYMENT RECORDS – PART 2 - LEAVE RECORDS

Leave Cashed Out

Note: if the employer and employee agree to cash out an accrued amount of leave, an employer must keep a copy of the agreement.

Amount of leave cashed out*			Type of Leave* (eg. annual leave)			Rate of p	ayment	Amount paid*		Date Paid	
									\$		
							\$				
						ANNU	AL LEAVE	=			
Employee Name:							- Iployee eli				
Employee commencement date:				ate:			Leave a	ccrual (eg. I	hours per ar	num*):	
		0) Yes		O No						
	Leave accr					Details of leave taken					
Date Hour			Additional hours		Lea	ve taken	taken		t paid	Leave balance (hours/mins)	
	lioun	-	(shift	shift workers)*		From	То	Amoun	t Paid*	Date Paid*	
Periods the	e employ	ee was a	a shift	work	er*:				I		
Date on wh	nich the e	employee	e was o	credi	ted with ac	ditional a	innual leave	(shift worke	er)*:		

Note: In some awards, annual leave stops accruing after a certain number of weeks on workers compensation. This should be recorded.*

NOTE:

- All records must be retained for a minimum of seven years from the date the employee ceases their employment or an 1. alternation to the record is made whichever occurs first.
- 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. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading. 2.
- 3.

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.

EMPLOYMENT RECORDS - PART 2 – LEAVE RECORDS

PERSONAL LEAVE (including Sick Leave and Carers Leave)													
Employee name:			Date employee commenced:				nployee	Leave accrual rate*:					
Type of leave* (eg. sick leave)		Leave accrual*		Details of leave taken									
		Date	Hours	Leav	ve taken	Certi	ficate*		Reason for leave / comment*			Balance	
				From	То	Yes	No						

OTHER LEAVE (eg. Maternity/Paternity Leave, Leave Without Pay etc.)											
Employee name:				Date employee commenced:				nployee		Leave accrual rate*:	
Type of leave* (eg. sick leave)		Leave accrual*		Details of leave taken							
		Date	Hours	Leave taken		Certificate*			Reason for lea	Balance	
				From	То	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.

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