

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 that agreement.

Amount of leave cashed out*	Type of leave* eg. annual leave	Rate of payment	Amount paid*	Date paid
			\$	
			\$	

Annual Leave						
Employee name:				Employee commencement date:		
Date employee eligible*:			Leave accrual (eg hours per annum)*:			
Shift worker* <input type="checkbox"/> No <input type="checkbox"/> Yes						
LEAVE ACCRUAL*			DETAILS OF LEAVE TAKEN			LEAVE BALANCE
Date	Hours	Additional hours (Shift workers)*	Leave Taken		Amount paid*	Date paid*
			From	To		
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
Periods the employee was a shift worker*:						
Date on which the employee was credited with additional annual leave (shift worker)*:						

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

NOTES:

1. All records must be retained for a minimum of seven years from either the date the employee ceases their employment or an alteration 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.

EMPLOYMENT RECORDS - PART 2 – LEAVE RECORDS

PERSONAL LEAVE (including Sick Leave and Carers Leave)									
Employee name:		Employee commencement date:		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			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			

OTHER LEAVE (eg. Maternity/Paternity Leave, Leave Without Pay, etc.)									
Employee name:		Employee commencement date:		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			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			
					<input type="radio"/>	<input type="radio"/>			

- NOTES:**
1. All records must be retained for a minimum of seven years from either the date the employee ceases their employment or an alteration to the record is made whichever occurs first.
 2. Where the business changes hands, the records must be transferred to the new employer.
 3. Under the *Fair Work Regulations 2009* it is an offence to make, or make use of, false or misleading entries on records.

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