

Template 4 – Leave record

Employment details			
Employee's name:		Employer's name:	
Date of birth (if under 21):		ABN:	
Name of WA award if applicable:			
Job classification / Level: (e.g. Food and Beverage Attendant Level 2; apprentice carpenter)		Employment status: (Full time, part time, casual)	

Type of leave		Opening balance	Details of leave taken				Reasonable proof provided (if required)			Leave balance
Type of leave taken	Paid / unpaid	Hours/minutes	Date	Hours	From	To	Yes	No	N/A	Hours/minutes

Leave loading may be payable on annual leave if the employee is covered by a WA award.

All leave taken should also be recorded in the time and wages record for the relevant pay period (use Template 2).

Visit <http://www.lgirs.wa.gov.au/wageline> for information on leave entitlements.

Disclaimer

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