



Leave Calculation Guide

Guide to calculating personal leave

This guide to calculating personal leave outlines a step-by-step process for calculating the number of hours of paid personal leave an employee has accrued. Tables are provided for both full time and part time employees.

In the [state industrial relations system](#), full time and part time employees have a minimum entitlement to paid personal leave equivalent to the number of hours they would ordinarily work in a two-week period, up to a maximum of 76 hours per year*. An employee can take paid personal leave:

- because the employee is not fit for work due to a personal illness or personal injury; or
- to provide care or support to a member of the employee's family or household who requires care or support because of:
 - a personal illness or personal injury affecting the member; or
 - an unexpected emergency affecting the member.

*If full time employees are covered by an award or industrial agreement that sets a working week of more than 38 ordinary hours per week (e.g. 40 hours per week), the award or agreement will generally provide for two weeks of sick/personal leave at the employee's normal set working week (e.g. 80 hours leave).

For more information visit www.lgirs.wa.gov.au/personal-leave or call **Wageline on 1300 655 266**.

Calculating personal leave for full time employees

A full time employee accrues 1.461 hours of personal leave for each completed week of work (based on a standard 38-hour week). Personal leave accrues on a weekly basis.

Step 1

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

Number of completed weeks of work
Multiplied by 1.461
Equals hours of personal leave accrued

Example:

Employee has completed 20 weeks of work
x 1.461
= 29.22 hours of personal leave available

Step 2

Calculate the balance of personal leave available to be taken

Reduce the total hours accrued by the number of hours personal leave already taken

Total hours of personal leave accrued
Minus personal leave hours already taken
Equals leave hours available to be used

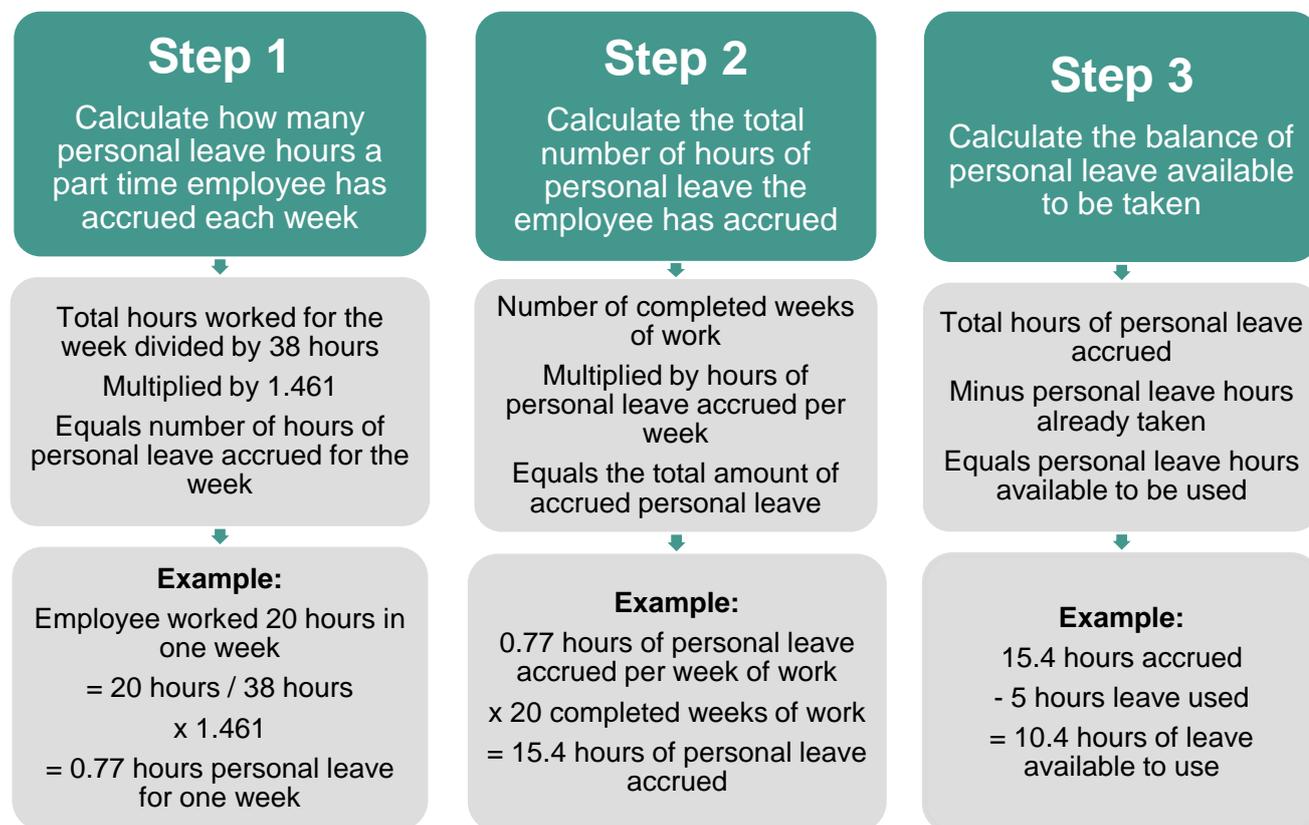
Example:

29.22 hours accrued - 7.6 hours taken
= 21.62 hours of leave available to be used

Personal leave calculation for part time employees

Part time employees are entitled to paid personal leave equivalent to the number of hours they would ordinarily work in a two-week period. Part time employees will accrue the relevant proportion of 1.461 hours of personal leave for each completed week of work, based on how many hours they have worked that week. Personal leave accrues on a weekly basis.

In the calculation below, the employee works the same number of hours each week. If a part time employee works different hours each week, the employee will accrue a different amount of personal leave each week.



Unpaid personal leave

Visit www.lgirs.wa.gov.au/personal-leave for information on unpaid personal leave entitlements.

Record keeping

Employers must keep employment records that detail all personal leave taken by an employee. Refer to www.lgirs.wa.gov.au/employmentrecords for details.

Disclaimer

This leave calculation guide is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Local Government, Industry Regulation and Safety does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.