



# 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.

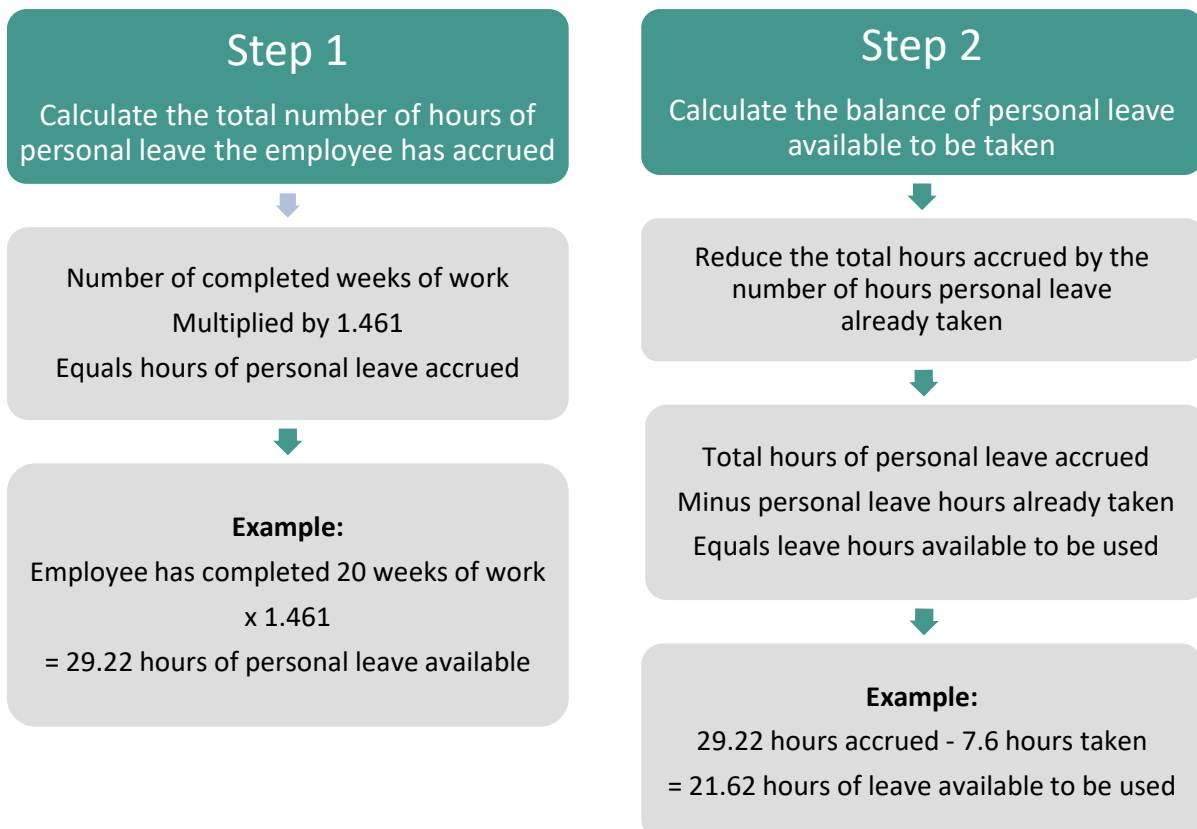
Full time and part time employees are entitled to paid personal leave equivalent to the number of hours they would ordinarily work in a two week period – up to a maximum of 76 hours per year. An employee can take paid personal leave if the leave is taken:

- 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.

For more information visit [www.dmirs.wa.gov.au/personal-leave](http://www.dmirs.wa.gov.au/personal-leave) or call Wageline on 1300 655 266.

### Calculating personal leave for full time employees

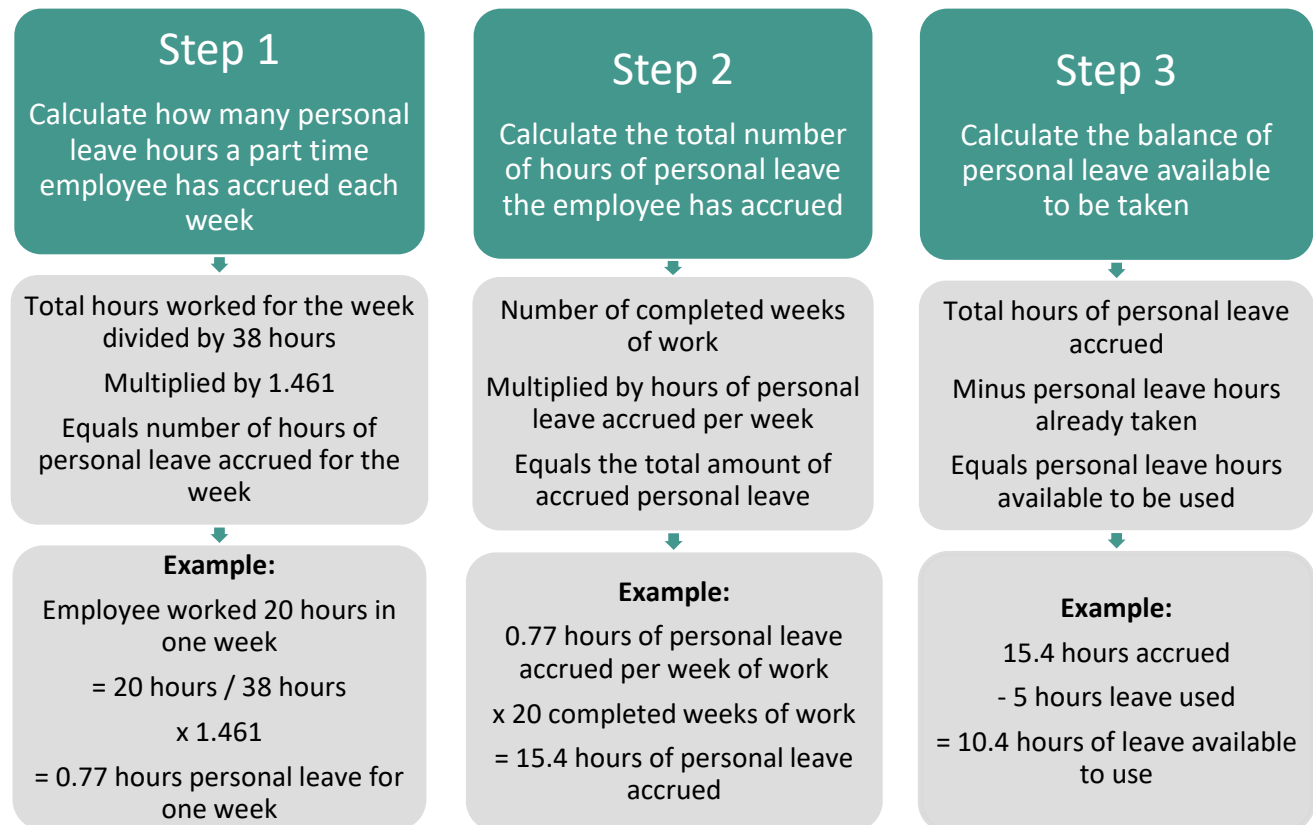
A full time employee accrues 1.461 hours of personal leave for each completed week of work (based on the standard 38 hour week). Personal leave accrues on a weekly basis.



## Calculating personal leave 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.dmirs.wa.gov.au/personal-leave](http://www.dmirs.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. The [Employment records and pay slips](#) section on the Wageline website has details.

## Disclaimer

This guide to calculating personal leave is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Mines, 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.