

Employment record – Part 2: Leave record

Annual leave

Employee name:

Date employee commenced: / / Shift worker*: Yes No

Leave accrual*		Details of leave taken				Leave balance (hours/ mins)
Date	Hours accrued	Leave taken		Amount paid		
		From	To	Amount paid*	Date paid*	
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours
/ /	hours	/ /	/ /	\$0,000.00	/ /	hours

Leave taken in advance

Note: An employer and employee can agree to annual leave in advance in accordance with the Fair Work Act 2009. Where this occurs, the employer must keep a copy of the agreement.

Amount of leave cashed out*	Type of leave e.g. annual leave	Rate of payment	Amount paid*	Date paid
hours		\$00.00	\$0,000.00	/ /
hours		\$00.00	\$0,000.00	/ /

Note:

- All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first.*
- Where there is a transfer of a business from the old employer to the new employer (e.g. the 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.*

Leave cashed out

Note: An employer and employee can agree to cash out an accrued amount of leave in accordance with the Fair Work Act 2009. Where this occurs, an employer must keep a copy of the agreement.

Amount of leave cashed out*	Type of leave e.g. annual leave	Rate of payment	Amount paid*	Date paid
hours		\$00.00	\$0,000.00	/ /
hours		\$00.00	\$0,000.00	/ /

Note:

- 1. All records must be retained for a minimum of 7 years from 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 (e.g. the 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.*

Amount of leave cashed out*	Type of leave* (e.g. personal leave)	Rate of payment	Amount paid*	Date paid
hours		\$00.00	\$0,000.00	/ /
hours		\$00.00	\$0,000.00	/ /

* 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.

Note:

1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first.
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Long service leave

Employee name:

Date employee commenced: / / Employee termination date: / /

Award/Industrial instrument (e.g. *General Retail Industry Award 2010*):

Long service leave entitlement comes from (e.g. *specify the relevant state legislation*):

Leave accrual (rate of accrual e.g. *weekly, monthly, etc.*):

Leave accrual*			Details of leave taken				Leave balance
Date	Weeks	Additional days	Leave taken		Amount paid		
			From	To	Amount paid*	Date paid*	
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
/ /	weeks	days	/ /	/ /	\$00,000.00	/ /	weeks
Leave balance upon termination of employment							weeks
Amount paid upon termination of employment							\$00,000.00
Date of payment							/ /

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1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first.
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3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading.

Other leave (e.g. parental leave, leave without pay, etc.)

Employee name:

Date employee commenced: / /

Type of leave*	Leave accrual*		Details of leave taken				Reason for leave/Comment*	Balance
	Date	Hours accrued	Leave taken		Certificate*			
			From	To	Yes	No		
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	
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	/ /	hours	/ /	/ /			hours	
	/ /	hours	/ /	/ /			hours	

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Note:

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2. Where there is a transfer of a business from the old employer to the new employer (e.g. the 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.
4. There are additional record keeping requirements for employees taking paid parental leave under the Paid Parental Leave Act 2010 and the Paid Parental Leave Rules 2010. Find out more at www.familyassist.gov.au.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

Time off instead of payment for overtime

Employee name:

Type of leave	Overtime hours worked and accrued as TOIL		Leave taken			
	Date	Hours & minutes accrued	From	To	Hours & minutes used	Balance
Time off instead of overtime paid *	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours
	/ /	hours	/ /	/ /	hours	hours

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2. Where there is a transfer of a business from the old employer to the new employer (e.g. the business changes hands), employee records must be transferred to the new employer for each transferring employee.
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