Part-time employees

A Full Federal Court decision handed down on 21 August 2019 confirmed the method of accruing and taking paid personal/carer’s leave under the National Employment Standards. The information on this page has been updated to reflect this decision. Find out more about this decision (www.fairwork.gov.au/about-us/news-and-media-releases/website-news/recent-federal-court-decision-accrual-of-personal/carer-s-leave).

A part-time employee:

- works, on average, less than 38 hours per week
- usually works regular hours each week
- is a permanent employee or on a fixed-term contract.

How part-time is different to full-time or casual

Full-time employees work longer hours. On average, they work 38 hours per week.

Casual employees usually work irregular hours. A casual employee does not have a firm commitment in advance from their employer about how long they will be employed for, or the days (or hours) they will work.


What part-time employees get

Part-time employees get 10 days of sick and carer’s leave every year.

Part-time employees get 4 weeks of annual leave every year based on their ordinary hours of work (or 5 weeks if they qualify as a shiftworker).

Any leave left over at the end of each year carries over to the next year.

Part-time hours of work agreements


Find information about hours of work arrangements for part-time employees in your award by selecting from the list below.


Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our Help resolving workplace issues (www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Use our Pay Calculator (http://calculate.fairwork.gov.au/FindYourAward) to calculate pay rates for part-time employees

Help for small business
You might also be interested in

- Record-keeping (www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default) requirements

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