

Part-time employees

A part-time employee:

- works, on average, less than 38 hours per week (see [hours of work \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work))
- usually works regular hours each week
- can be a permanent employee or on a fixed-term contract
- is entitled to paid leave including annual leave (www.fairwork.gov.au/leave/annual-leave) and sick & carer's leave (www.fairwork.gov.au/leave/sick-and-carers-leave)
- is usually entitled to written notice, or payment instead of notice (www.fairwork.gov.au/ending-employment/notice-and-final-pay) , if their employer terminates their employment.

What part-time employees get

Part-time employees get the same minimum entitlements (such as sick leave and annual leave) as a full-time employee, but on a pro-rata basis.

Example: Sick and carer's leave entitlements for part-time employees

Suzanne is a full-time employee who works 38 hours, 5 days a week. Rebecca is a part-time employee who works an average of 19 hours per week, working a 5-day fortnight. Suzanne gets 76 hours (or 10 days) of paid sick and carer's leave per year. Rebecca gets half of Suzanne's paid sick and carer's leave per year as she works half the hours Suzanne works.

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

On 20 May 2020, the Full Federal Court of Australia handed down a decision about casual employment and leave entitlements. We've reviewed our information and confirm that it is accurate in light of this decision. For more information see [WorkPac Pty Ltd v Rossato \[2020\] FCAFC 84 \(https://www.judgments.fedcourt.gov.au/judgments/Judgments/fca/full/2020/2020fcafc0084\)](https://www.judgments.fedcourt.gov.au/judgments/Judgments/fca/full/2020/2020fcafc0084) .

On 26 November 2020, the High Court of Australia granted WorkPac Pty Ltd special leave to appeal this decision. We'll monitor the proceedings and update our information with any significant changes. In the meantime, the information on this page reflects the current state of the law.

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.

Find information about [changing from part-time to casual employment \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees#changing-from-full-time-to-casual-employment\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees#changing-from-full-time-to-casual-employment) .

Part-time hours of work agreements

Many awards, enterprise agreements and other [registered agreements \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) have record-keeping arrangements for part-time employees about their hours of work.

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

We don't have extra information here for your choice.

We only have extra information here for our most common industries. You'll need to check your award for minimum entitlements and obligations.

If you know your award you can access it from our [List of awards \(www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards\)](http://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards/list-of-awards) page. If you don't, you can use our 3 step form to help you [Find your Award \(www.fairwork.gov.au/awards-and-agreements/awards/find-my-award\)](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award) .

You can calculate entitlements and obligations for all awards using our:

- [Pay Calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward) for minimum pay rates, penalties and allowances
- [Leave Calculator \(http://calculate.fairwork.gov.au/Leave\)](http://calculate.fairwork.gov.au/Leave) for annual and personal leave
- [Notice and Redundancy Calculator \(http://calculate.fairwork.gov.au/EndingEmployment\)](http://calculate.fairwork.gov.au/EndingEmployment) for ending employment entitlements.

If you're covered by a registered agreement, check the terms of your agreement for information. To find a registered agreement, go to the [Fair Work Commission website](https://www.fwc.gov.au/awards-and-agreements/agreements) [☞ \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements) .

Think a mistake might have been made?

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

Check out our [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default\)](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/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 \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward) to calculate pay rates for part-time employees
- Find out [When overtime applies \(www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/Hours-of-work/when-overtime-applies\)](http://www.fairwork.gov.au/Employee-entitlements/hours-of-work-breaks-and-rosters/Hours-of-work/when-overtime-applies) for part-time employees

Help for small business

Find tools, resources and information you might need in our [Small business showcase \(www.fairwork.gov.au/small-business-showcase/default\)](http://www.fairwork.gov.au/small-business-showcase/default) .

You might also be interested in

- An overview of [Employee entitlements \(www.fairwork.gov.au/Employee-entitlements/default\)](http://www.fairwork.gov.au/Employee-entitlements/default)
- Definitions of [Casual, part-time and full-time \(www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/default\)](http://www.fairwork.gov.au/Employee-entitlements/Types-of-employees/casual-part-time-and-full-time/default) work
- [Record-keeping \(www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default\)](http://www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default) requirements
- [Flexibility in the workplace \(www.fairwork.gov.au/Employee-entitlements/Flexibility-in-the-workplace/default\)](http://www.fairwork.gov.au/Employee-entitlements/Flexibility-in-the-workplace/default)

Page reference No: 2073

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website 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 workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.