

Part-time employees

Part-time employees work less than 38 hours per week and their hours are usually regular each week. They're usually employed on a permanent basis or on a fixed term contract.

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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 employment

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 to ongoing work with an agreed pattern of 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.

Based on what you've told us, it looks like you're covered by the Storage Services and Wholesale Award [MA000084].

A part-time employee is employed to work less than 38 ordinary hours per week. An employer and employee have to agree on a regular pattern of work when the employee starts.

The agreement has to be in writing and include at least:

- the days of the week the employee will work
- the hours worked each day
- the start and finish times each day.

The employer should keep a copy of the agreement, and give a copy to the employee.

Use the [Part-time hours of work agreement and variation \(DOC 91KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx) template to record part-time hours of work.

When can a part-time employee's hours be changed?

The regular pattern of work can only be changed if the employer and employee agree to it in writing. The employer should keep a copy

of the change, and give a copy to the employee.

Use the [Part-time hours of work agreement and variation \(DOC 91KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx) template to record changes to part-time hours of work.

When can an employee change to part-time?

An employee might want to go part-time, either for a short amount of time or permanently. The employer and employee must agree in writing to the change to part-time employment.

An employer can't make a person change from full-time to part-time employment. If an employer does this, it may be a redundancy. For more information on what a redundancy is, go to [Redundancy \(www.fairwork.gov.au/ending-employment/redundancy/default\)](http://www.fairwork.gov.au/ending-employment/redundancy/default).

What happens to leave entitlements when changing to part-time?

When an employee changes from full-time to part-time, they keep any leave they have accumulated, such as annual leave or sick leave.

To find out more about who this award applies to, go to the [Storage and Wholesale Award summary \(www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000084-summary\)](http://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000084-summary).

Source reference: [Storage Services and Wholesale Award \[MA000084\] clause 10](http://awardviewer.fwo.gov.au/award/show/MA000084) [↗ \(http://awardviewer.fwo.gov.au/award/show/MA000084\)](http://awardviewer.fwo.gov.au/award/show/MA000084)

Tools and resources

- [Pay and Conditions Tool \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward)

Related information

- [Employee entitlements \(www.fairwork.gov.au/employee-entitlements/default\)](http://www.fairwork.gov.au/employee-entitlements/default)
- [Full-time employees \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/full-time-employees)
- [Record-keeping \(www.fairwork.gov.au/pay/pay-slips-and-record-keeping/record-keeping\)](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/record-keeping)
- [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)
- [When overtime applies \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work/when-over-time-applies\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters/hours-of-work/when-over-time-applies)

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).

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.

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.