

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.

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 \(www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-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.

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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.