

## Taking annual leave

Annual leave accumulates based on an employee's ordinary hours and allows them to take paid time off from work.

### Requesting annual leave

An employee needs to request to take annual leave before going on leave. The process for requesting annual leave is often set out in an award or [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034), company policy or contract of employment.

An employer can only refuse an employee's request for annual leave if the refusal is reasonable.

### Rules for taking annual leave

Awards, enterprise agreements and other registered agreements can set out rules about:

- taking annual leave in advance
- managing large amounts of leave.

Find information in your award by selecting from the list below.

You've told us that you don't know what to select.

The options in the list come from the most common awards.

Minimum entitlements and obligations usually come from an award or registered agreement. If you don't know if there is an award or registered agreement that applies, go to our [Awards and agreements page \(www.fairwork.gov.au/awards-and-agreements/default\)](http://www.fairwork.gov.au/awards-and-agreements/default) for help.

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>).

For a full list of awards, go to the [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).

Every award and registered agreement has information about who is covered by it. To work out who is covered read:

- the coverage clause
- the job classifications.

If you're covered by a registered agreement, check the terms of your agreement for information about taking leave in advance or excessive leave. 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).

### How much annual leave can be taken at one time?

There's no minimum or maximum amount of annual leave that can be taken at a time. Provided both parties agree, an employee can take a part day, single day or a number of days or weeks off.

Employees don't need to take all of their annual leave at once.

Source reference: [Fair Work Act 2009 s.88](http://www.comlaw.gov.au/Series/C2009A00028) [↗](http://www.comlaw.gov.au/Series/C2009A00028) (<http://www.comlaw.gov.au/Series/C2009A00028>)

### 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 \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://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 the [Leave Calculator \(http://calculate.fairwork.gov.au/Leave\)](http://calculate.fairwork.gov.au/Leave) to calculate annual leave and sick leave entitlements

## Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

## interested in

- [Annual leave \(www.fairwork.gov.au/Leave/Annual-leave/default\)](http://www.fairwork.gov.au/Leave/Annual-leave/default)
- [Payment for annual leave \(www.fairwork.gov.au/Leave/Annual-leave/payment-for-annual-leave\)](http://www.fairwork.gov.au/Leave/Annual-leave/payment-for-annual-leave)
- [Directing an employee to take annual leave \(www.fairwork.gov.au/leave/annual-leave/directing-an-employee-to-take-annual-leave/default\)](http://www.fairwork.gov.au/leave/annual-leave/directing-an-employee-to-take-annual-leave/default)
- [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)
- [Annual leave and long service leave application form \(DOC 68KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.doc.aspx)

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## Contact us

Fair Work Online: [www.fairwork.gov.au](http://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.