





Leave Calculation Guide

Guide to calculating personal leave

This guide to calculating personal leave outlines a step by step process for calculating the number of hours of paid personal leave an employee has accrued under the *Minimum Conditions of Employment Act 1993*. Tables are provided for both full time and part time employees.

For each year of service (employment), full time and part time employees are entitled to paid personal leave equivalent to the number of hours they would ordinarily work in a 2-week period – up to a maximum of 76 hours per year.

For more information, including specific information about leave entitlements for employees paid by commission or piece rate and employees entitled to income compensation under the *Workers Compensation and Injury Management Act 2023*, visit www.demirs.wa.gov.au/personal-leave or call Wageline on 1300 655 266.

Calculating personal leave for full time employees

A full time employee accrues 1.461 hours of personal leave for each completed week of work (based on the standard 38 hour week). Personal leave accrues on a weekly basis.

Step 1

Calculate the total number of hours of personal leave the employee has accrued

Number of completed weeks of work

Multiplied by 1.461

Equals hours of personal leave accrued

Example:

Employee has completed 20 weeks of work x 1.461

= 29.22 hours of personal leave available

Step 2

Calculate the balance of personal leave available to be taken

Reduce the total hours accrued by the number of hours personal leave already taken

Total hours of personal leave accrued

Minus personal leave hours already taken

Equals leave hours available to be used

Example:

29.22 hours accrued - 7.6 hours taken = 21.62 hours of leave available to be used

Personal leave calculation for part time employees

Part time employees are entitled to paid personal leave equivalent to the number of hours they would ordinarily work in a 2-week period. Part time employees will accrue the relevant proportion of 1.461 hours of personal leave for each completed week of work, based on how many hours they have worked that week. Personal leave accrues on a weekly basis.

In the calculation below, the employee works the same number of hours each week. If a part time employee works different hours each week, the employee will accrue a different amount of personal leave each week.

Step 1

Calculate how many personal leave hours a part time employee has accrued each week

Total hours worked for the week divided by 38 hours

Multiplied by 1.461

Equals number of hours of personal leave accrued for the week

Example:

Employee worked 20 hours in one week

= 20 hours / 38 hours x 1.461

= 0.77 hours personal leave for one week

Step 2

Calculate the total number of hours of personal leave the employee has accrued

Number of completed weeks of work

Multiplied by hours of personal leave accrued per week

Equals the total amount of accrued personal leave

Example:

0.77 hours of personal leave accrued per week of work

x 20 completed weeks of work

= 15.4 hours of personal leave accrued

Step 3

Calculate the balance of personal leave available to be taken

Total hours of personal leave accrued

Minus personal leave hours already taken

Equals personal leave hours available to be used

Example:

15.4 hours accrued

- 5 hours leave used

= 10.4 hours of leave available to use

Unpaid personal leave

Visit www.demirs.wa.gov.au/personal-leave for information on unpaid personal leave entitlements.

Record keeping

Employers must keep employment records that detail all personal leave taken by an employee. The <u>Employment records and pay slips</u> section on the Wageline website has details.

Disclaimer

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