

NAVIGATING LEAVE ENTITLEMENTS: A GUIDE FOR EMPLOYERS AND EMPLOYEES

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Understanding the various types of leave entitlements is crucial for both employers and employees to ensure fair practices and compliance with employment standards. Here's a brief overview of key leave types, including paid annual leave, personal/carer's leave, and long service leave.

Paid Annual Leave

Permanent Employees (excluding casuals) are entitled to 4 weeks of paid annual leave per year, accruing progressively based on their ordinary hours of work. This leave accumulates year on year. Employers must not unreasonably refuse a leave request, ensuring a balance between work commitments and employee well-being.

Special Consideration for Shift Workers

Shift workers, under certain conditions, are entitled to an additional week of annual leave, totalling 5 weeks if covered by a modern award or enterprise agreement, or if they meet specific work schedule criteria.

Paid Personal/Carer's Leave

Permanent Employees (excluding casuals) accrue 10 days of paid personal/carer's leave annually, which also accumulates over time. This provision allows employees to take necessary time off for illness or to care for immediate family members in need.

Additionally, employees can take 2 days of unpaid carer's leave per occasion for emergency family care, provided they are not eligible to take paid leave for the same circumstance.



Long service Leave

Long service leave rewards long-term employment, with entitlements typically commencing after 7 years of service. This leave acknowledges an employee's dedication and is applicable to all employment types, including casual and seasonal positions. The specific conditions and entitlements are governed by state or territory laws.

Upon Termination

An important aspect of long service leave is the entitlement to payment upon employment termination after 7 continuous years of service. This applies to resignations, dismissals, redundancies, or the employee's death.

Family and Domestic Violence Leave

All employees are entitled to 10 paid days off per year, resetting on each work anniversary. This is not accrued and does not accumulate and is standalone from other types of leave. This is available to all employees, including casual employees and forms a part of the National Employment Standards. In addition to this, Family and Domestic Violence has been included under a workplace protection and is treated similarly to discrimination or sexual harassment. When processing Family and domestic violence leave, employers must be sure to not include the leave on a payslip, or in any official records that may be seen and put the employee at risk. The payslip must reflect a normal working pay period.

Compassionate Leave

Permanent Employees are entitled to 2 paid days leave per occasion upon the death or serious illness of a family member, or a member of the household. Casual employees are entitled to 2 days leave, which is unpaid. Leave entitlements form a fundamental part of the employment relationship, providing necessary breaks for rest, recovery, and personal matters. Both employers and employees should be aware of these entitlements to foster a supportive and compliant workplace environment.

**ANNUAL LEAVE
PERSONAL LEAVE
LEAVE ENTITLEMENTS
CARERS LEAVE
LONG SERVICE LEAVE**