# Employment record: Leave record

## Annual leave

Employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date employee commenced: / / Shift worker\*:  Yes  No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Leave accrual | | Details of leave taken | | | | Leave balance  (hours/ mins) |
| Date | Hours accrued | Leave taken | | Amount paid | |
| From | To | Amount paid $ | Date paid |
| / / | hours | / / | / / |  | / / | hours |
| / / | hours | / / | / / |  | / / | hours |
| / / | hours | / / | / / |  | / / | hours |
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| / / | hours | / / | / / |  | / / | hours |
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| / / | hours | / / | / / |  | / / | hours |

|  |  |
| --- | --- |
|  | **Note:**   1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alteration to the record is made, whichever occurs first. 2. Where there is a transfer of a business from the old employer to the new employer (e.g. the business changes hands), employee records must be transferred to the new employer for each transferring employee.   3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading. |