## Personal leave (sick leave (for illness/injury), carer’s leave or compassionate leave)

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| --- | --- |
| Employee name: |  |

Date employee commenced: / /

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of leave  (e.g. sick leave or compassionate leave) | Leave accrual | | Details of leave taken | | | | Reason for leave/Comment | Balance |
| Date | Hours accrued | Leave taken | | Certificate? | |
| From | To | Yes | No |
|  | / / | hours | / / | / / |  |  |  | hours |
|  | / / | hours | / / | / / |  |  |  | hours |
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| 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. |