



A GUIDE TO CALCULATING SICK LEAVE

An employee, other than a casual employee, is generally entitled to be paid two weeks sick leave each year, up to a maximum of 76 hours per year. Sick leave can be taken in part days.

Guide to calculating sick leave for full time employees - 38 hour week

Full time employees working a 38 hour week accrue annual leave at the rate of 1.461 hours per completed week of service ($76/52 = 1.461$).

To determine how much sick leave a full time employee has accrued refer to the calculation below. If you have any queries contact Wageline on 1300 655 266.

Step 1

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

Number of completed weeks of service X (multiplied by) 1.461 = (equals) Total hours sick leave accrued
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Step 2

Reduce the total hours accrued by the number of hours sick leave already taken to determine the number of hours paid sick leave owed

Total hours sick leave accrued - (minus) Sick leave already taken = (equals) Sick leave hours owed
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Note: 38 is the number of ordinary hours generally worked by a full time employee under the relevant award, agreement or contract. If you are unsure of the appropriate full time hours for your business contact Wageline on **1300 655 266**.

Guide to calculating sick leave for part time employees - 38 hour Week

Part time employees also receive 2 weeks sick leave per year but it is paid based on their part time weekly wage.

For example, an employee working 10 hours per week would be entitled to 2 weeks sick leave per year paid at a rate of 10 hours per week (i.e. 20 hours).

To determine how much sick leave a part time employee has accrued refer to the calculation below. If you have any queries contact Wageline on 1300 655 266.

Step 1

If the employee's hours differ each week first work out the average hours worked per week

$$\begin{array}{r} \text{Total hours worked} \\ / \text{ (divided by)} \\ \text{Number of completed weeks of service} \\ = \text{ (equals)} \\ \text{Average hours worked per week} \end{array}$$

Step 2

Use the average number of hours to calculate how much sick leave the employee accrues per week

$$\begin{array}{r} \text{Average hours worked per week} \\ / 38^* \\ \times \text{ (multiplied by) } 1.461 \\ = \text{ (equals)} \\ \text{Number of hours sick leave accrued per week of service} \end{array}$$

Step 3

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

$$\begin{array}{r} \text{Number of hours sick leave accrued per week of service} \\ \times \text{ (multiplied by)} \\ \text{Number of completed weeks of service} \\ = \text{ (equals)} \\ \text{Total hours sick leave accrued} \end{array}$$

Step 4

Reduce the total hours owed by the number of hours sick leave already taken to determine the final number of hours paid sick leave the employee has available

$$\begin{array}{r} \text{Total sick leave hours owed} \\ - \text{ (minus)} \\ \text{Sick leave hours already taken} \\ = \text{ (equals)} \\ \text{Sick leave hours available to be used} \end{array}$$