



Labour Relations

Calculating Sick Leave

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

FULL TIME EMPLOYEES – 38 HOUR WEEK

Full time employees working a 38 hour week accrue sick 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.

Step 1

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

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

Step 2

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

Total hours of sick leave accrued - (minus) Sick leave already taken = (equals) Sick leave hours owed

Note: 38 is the number of ordinary hours generally worked by a full time employee under the relevant award, agreement or contract.

PART TIME EMPLOYEES – PRO RATA HOURS OF WORK

Part time employees also receive 2 weeks of 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 of 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

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

Step 3

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

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

Step 4

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

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

If you are unsure of the appropriate full time hours for your business contact Wageline on **1300 655 266**.