ANNUAL AND LONG SERVICE LEAVE RECORD WORKSHEET

Employer Name:

Employer ABN:

Employee's Name:
Job Title:
Status (FT, PT, CAS):
Name of Award/Agreement:

ANNUAL LEAVE

DATE	HOURS	DETAILS OF LEAVE TAKEN OR PAID IN LIEU				LEAVE BALANCE (Hours/ Minutes)
		FROM	TO	TIME PAID IN LIEU	AMOUNT PAID	

NOTE: **In some awards annual leave stops accruing after a certain number of weeks whilst on workers' compensation. This should be recorded.**

LONG SERVICE LEAVE

DATE	HOURS	DETAILS OF LEAVE TAKEN OR PAID IN LIEU				LEAVE BALANCE (Hours/ Minutes)
		FROM	TO	TIME PAID IN LIEU	AMOUNT PAID	

FOR OFFICE USE ONLY:

NOTE: **The entitlement to long service leave in the WA State industrial relations system is governed by either the *Long Service Leave Act 1958 (WA)* or the *Construction Industry Portable Long Service Leave Act 1985 (WA).***

NAME OF INSTRUMENT GOVERNING LONG SERVICE LEAVE (please select):

Long Service Leave Act 1958 (WA)	
Construction Industry Portable Long Service Leave Act 1985 (WA)	

Long Service Leave Scheme Number if the *Construction Industry Portable Long Service Long Service Leave Act* is the governing instrument:

Date first eligible:……/……/…… **Adjusted date (if applicable) :……/……/……**

NOTE: **All records must be retained for a minimum of seven (7) years from the date the employee ceases their employment. Where the business changes hands, the records should be transferred to the new employer.**