ANNUAL LEAVE

Leave Accrual		Details of Leave Taken				Balance (Hours)	Leave Accrual		Details of Leave Taken				Balance (Hours)
Date	Hours	From	To	Amount Paid	Date Paid		Date	Hours	From	To	Amount Paid	Date Paid	

PERSONAL LEAVE (Sick Leave, Carer's Leave or Compassionate Leave)

Type of Leave	Leave Accrual		Leave Taken		Certificate		Reason for Leave	Balance (Hours)	Type of Leave	Leave Accrual		Leave Taken		Certificate		Reason for Leave	Balance (Hours)
	Date	Hours	From	To	Y	N				Date	Hours	From	To	Y	N		

OTHER LEAVE (Parental Leave, Leave Without Pay etc.)

Type of Leave	Leave Accrual		Leave Taken		Certificate		Reason for Leave	Balance (Hours)	Type of Leave	Leave Accrual		Leave Taken		Certificate		Reason for Leave	Balance (Hours)
	Date	Hours	From	To	Y	N				Date	Hours	From	To	Y	N		

LEAVE CASHED OUT*

Leave Cashed Out	Type of Leave (e.g. Annual Leave)	Payment Rate	Amount Paid	Date Paid	Leave Cashed Out	Type of Leave (e.g. Annual Leave)	Payment Rate	Amount Paid	Date Paid
Hrs		$	$		Hrs		$	$	
Hrs		$	$		Hrs		$	$	
Hrs		$	$		Hrs		$	$	

** Note: An employer and employee can agree to cash out an accrued amount of leave in accordance with the Fair Work Act 2009. Where this occurs, an employer must keep a copy of the agreement.*

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