

Annual leave

This is the paid holiday time employees (except casuals) get each year.



About our artwork: **Stepping forward**

Stepping forward represents taking the next step on the journey towards reconciliation and the potential possibilities when everyone is included.

Connecting with diverse people, meeting, listening and sharing together, can build respect and trust. Working in concert for a common purpose and united in the mission to make meaningful change.

It serves as a reminder of the dynamism and vibrancy of First Nations people and the lands from which they come, making the emergence of new ideas and ways of being possible that enables the envisioning of a brighter future.

Artist: **Timothy Buckley**

Annual leave

Who gets annual leave?

- ▶ All full-time and part-time employees must get paid annual leave.
- ▶ Casual employees do not get paid annual leave.

When do employees get annual leave?

- ▶ Employees start getting annual leave from their first day at work, even if they are on probation.
- ▶ Annual leave can be taken for any amount of time, including single days or parts of days.
- ▶ A boss and an employee must agree on when the leave will be taken.
- ▶ If an employee asks for annual leave, the boss can't just say no. They need to give a good reason.
- ▶ A boss can direct an employee to take annual leave in some cases.

How much annual leave do employees get?

- ▶ Full-time and part-time employees get 4 weeks of annual leave each year, based on their ordinary hours of work.
- ▶ Annual leave builds up gradually during the year and any unused leave rolls over to the next year.
- ▶ To calculate how much annual leave an employee has built up, go to [fairwork.gov.au/pact](https://www.fairwork.gov.au/pact).

How much pay do employees get when on leave?

- ▶ Employees are paid their normal rate of pay. This usually doesn't include overtime, penalties, allowances or bonuses.
- ▶ Some employees are covered by awards or agreements that give them extra annual leave pay called annual leave loading. For more information go to [fairwork.gov.au/employment](https://www.fairwork.gov.au/employment).
- ▶ Sometimes employees can choose to be paid out for the annual leave they have built up instead of taking time off work.

What if an employee is leaving a job?

- ▶ Employees must be paid for any annual leave they haven't taken in their final pay.
- ▶ If an employee gets annual leave loading, that has to be paid out too.

Find out more

For more information about annual leave go to [fairwork.gov.au/leave](https://www.fairwork.gov.au/leave).

You can also talk with someone from a community organisation or community legal centre, an HR officer, an Indigenous liaison or employment officer, an employer association (if you're a boss) or a union representative (if you're an employee).

Contact us

Fair Work online: [fairwork.gov.au](https://www.fairwork.gov.au)

Fair Work Infoline: **13 13 94**

Need language help?

Contact the Translating and Interpreting Service (TIS) on **13 14 50**

Help for people who are deaf or have hearing or speech difficulties

You can contact us through the National Relay Service (NRS).

Select your **preferred access option** and give our phone number: **13 13 94**



The Fair Work Ombudsman is committed to providing you with advice that you can rely on. The information contained in this fact sheet is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

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