

Fact Sheet

Sick Leave & Personal Carer's Leave

Basic Entitlement

An employee is entitled to paid sick leave when they can't work because they are sick or injured, including for stress and pregnancy related sickness.

An employee can take paid carer's leave to care or support a member of their immediate family or household who is sick, or injured or has an unexpected emergency.

How much leave is paid?

A full time employee is entitled to a minimum of 10 days paid personal/carer's leave each year.

This is accrued progressively as your length of service increases. Part time employees have access to a pro-rata amount of paid personal/carer's leave. Casual employees are not entitled to paid personal/carer's leave.



E.g. Raul works 4 days a week and has been working at his current workplace for 6 months. He has not taken any paid sick/carer's so far but would be entitled to 4 days paid sick/carers leave.

This is because he works 80% of a full time load and has worked for 1/2 of a full year. So his entitlement is $80\% \times 10 \text{ days} = 8 \text{ days}$ each year. This leave accrues progressively, so after 1/2 year his entitlement is $1/2 \times 8 = 4$.

Your sick leave balance at the end of the year carries over to the next year.

So if Raul from the example above has only taken 2 days paid sick/carer's leave at the end of his first year of work, he would still have 6 days of sick leave to carry over to the next year.

Accumulating sick/carer's leave

Paid sick/carer's leave accumulates when you are on any form of paid leave, as well as any community service leave (for example jury duty).

It does not accumulate on any unpaid leave including unpaid annual leave and unpaid parental leave.

Taking leave

You can take as much paid sick/carer's leave as you have accrued until you have run out - when you no longer have any paid sick/carer's leave accrued you can take unpaid sick/carer's leave.

What evidence do I have to provide?

Your employer may request evidence that you have had a genuine need to take paid sick/carer's leave.

Acceptable evidence includes a medical certificate or a statutory declaration.

You may be asked to provide evidence for even 1 day of sick/carer's leave.

NB: This information is provided for employees covered by the National Employment Standards. Employees covered by enterprise agreement may have more generous leave entitlements or different requirements for when you must supply evidence of sick leave and what form that evidence may take.