# Annual Leave

This is the leave (paid holiday time) workers (except casuals) accumulate each year.

# Who should get annual leave?

* All workers, except casual workers, must get paid annual leave.

## When should workers get annual leave?

* Workers 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 a worker must agree on when the leave will be taken.
* If a worker asks for annual leave, the boss can’t just say no. They need to provide a good reason.
* A boss can direct a worker to take annual leave in some cases.

## How much annual leave should workers get?

* Full-time and part-time workers get 4 weeks of annual leave each year, based on their ordinary hours of work. Annual leave accumulates gradually during the year and any unused leave rolls over to the next year.
* To calculate how much annual leave a worker has accumulated, go to [www.fairwork.gov.au/pact.](http://www.fairwork.gov.au/pact)

## How much pay will workers get when on leave?

* Workers are paid their normal rate of pay. This doesn’t include overtime, penalties, allowances or bonuses.
* Some workers are covered by awards and agreements that give them extra annual leave pay called annual leave loading. For more information, go to [www.fairwork.gov.au/awardsandagreements](http://www.fairwork.gov.au/awardsandagreements).
* Sometimes workers can choose to be paid for the annual leave they have accumulated instead of taking time off work.

## What if a worker is leaving a job?

* Workers must be paid for any annual leave they haven’t taken in their final pay.• If a worker gets annual leave loading then it has to be paid out too.

## Find out more

For more information about annual leave, go to [www.fairwork.gov.au/leave](http://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 a worker).