

6 Leave Entitlements Every Employer Should Know

What are your leave obligations as an employer? Annual leave, public holidays, community service leave and parental leave explained in this infographic.



1. Every business in Australia **must adhere to the 10 National Employment Standards (NES)** one of which is that all employees (other than casuals) are entitled to four weeks of paid annual leave each year, or five weeks if they are shift workers.



2. Leave loading is usually **17.5%** of an employee's salary.



3. Full time and part time employees who do not work on a public holiday **must still be paid for their usual hours.**



4. If you hire casual staff and they do not usually work on the day a public holiday falls on, **you are not required to pay them.**



5. All employees, including casuals, are eligible for **community service leave.** This can include jury duty, civil defence or voluntary emergency management.



6. Most employees in Australia are **entitled to 12 months of unpaid parental or adoption leave.**