EMPLOYEE HISTORY AND LEAVE RECORD CARD

(HOLIDAY, LONG SERVICE AND SICK LEAVE RECORD)

EMPLOYEE'S NAME IN FULL _____

ADDRESS _____ POSTCODE _____

CHANGE OF ADDRESS _____

DATE OF BIRTH _____ TELEPHONE No. _____ TAX FILE No. _____

EMPLOYER'S NAME _____

CLASS OF BUSINESS _____

ADDRESS _____ POSTCODE _____

NAME OF TRANSMITTEE(S) OF BUSINESS _____

ADDRESS _____ POSTCODE _____

NEXT OF KIN _____ TELEPHONE No. _____

DATE EMPLOYED _____ TERMS OF EMPLOYMENT _____

APPLICABLE AWARD OR EMPLOYMENT AGREEMENT _____

JOB TITLE/CLASSIFICATION _____

GENERAL EXEMPTION CLAIMED _____ DEPENDANT REBATE CLAIMED $ _____

DATE EMPLOYMENT CEASED _____ REASON FOR TERMINATION _____

_____

HOW EFFECTED _____ BY WHOM _____

AMOUNTS PAID ON TERMINATION _____

SAMPLE

SALARY PAYABLE AND DATE OF CHANGE

PAY RATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
GROSS (AWARD)									
MARGIN									
ALLOWANCES									
TAX									
SUPER.									
NET WAGE									
S.G.C. Contribution									

ANNUAL HOLIDAY RECORD

DATE OF ENDING OF QUALIFYING PERIOD / /

DETAILS OF ANY ADDITIONAL PERIOD TO BE SERVED	LEAVE DUE		DETAILS OF ANNUAL LEAVE TAKEN				DETAILS OF ANY ADDITIONAL PERIOD TO BE SERVED	LEAVE DUE		DETAILS OF ANNUAL LEAVE TAKEN			
	DATE	DAYS	FROM	TO	No. OF DAYS	BALANCE DUE		DATE	DAYS	FROM	TO	No. OF DAYS	BALANCE DUE

RECORD OF ABSENCES AND SICK LEAVE

ETAILS OF ENTITLEMENT: FIRST YEAR DAYS THEREAFTER DAYS

DATE	REASON OR REMARKS	HOURS/DAYS			DATE	REASON OR REMARKS	HOURS/DAYS			DATE	REASON OR REMARKS	HOURS/DAYS		
		PAID	BAL. DUE	NOT PAID			PAID	BAL. DUE	NOT PAID			PAID	BAL. DUE	NOT PAID

SAMPLE

LONG SERVICE LEAVE RECORD

ATE OF ENDING OF QUALIFYING PERIOD / /

DETAILS OF ANY ADDITIONAL PERIOD TO BE SERVED	No. OF DAYS LEAVE DUE	DETAILS OF LEAVE TAKEN				LONG SERVICE LEAVE PAYMENTS	
		FROM	TO	No. OF DAYS	BALANCE	AMOUNT	WHEN & HOW PAID