

## Pre-injury average weekly earnings fact sheet: Aligning to a worker's pay cycle

### Overview

This fact sheet provides guidance as to when a worker's relevant earning period should be adjusted to align with a worker's usual pay cycle.

**NOTE:** *This fact sheet only applies to workers injured on or after 21 October 2019 and does not apply to exempt workers.*

### When to adjust the relevant earning period

An agent may choose to align the workers relevant earning period with the worker's usual pay cycle:

- If it will make the determination of pre-injury average weekly earnings (PIAWE) more straightforward; and
- It will not result in a decrease of the worker's PIAWE.

### How to adjust the relevant earning period

The relevant earning period may be adjusted (for example, shifted or reduced) so that it: (i) commences on the first day of the pay period in which the day 52 weeks immediately prior to the date of injury falls, and (ii) ends on the last day of the last full pay cycle immediately prior to the date of injury.

If this first day happens before the day on which a material and permanent change to the worker's earnings took effect, the relevant earning period instead starts on the first day of the first full pay period after the day on which the change in the worker's earnings took effect and the relevant earning period ends on the last day of the last full pay cycle immediately prior to the date of injury.

### Example:

Pauline has been employed as a medical receptionist for three and a half years. She works 38 hours per week, Monday to Friday. On Friday 8 November 2019, she injured her lower back at work. She has taken no unpaid leave. Her earnings circumstances have not changed. Her usual pay cycle is Thursday to Wednesday.

Pauline's relevant earning period may be adjusted to start and end on the Thursday before her injury (Thursday 8 November 2018 to Thursday 7 November 2019) to align with her pay cycle Thursday - Wednesday (going backwards) if it does not result in a decrease in her PIAWE.

### Other useful information

- PIAWE fact sheet: PIAWE overview
- PIAWE fact sheet: Agreements
- PIAWE fact sheet: Relevant earning period
- PIAWE fact sheet: Concurrent employment
- PIAWE fact sheet: Non-monetary benefits
- PIAWE fact sheet: Apprentices, trainees and young people
- PIAWE fact sheet: Indexation
- PIAWE fact sheet: Change in earning circumstances
- PIAWE fact sheet: Short-term workers
- PIAWE fact sheet: Unpaid leave
- SIRA's Workers Compensation Guidelines
- SIRA's Claims Management Guide

### Further assistance

For help with calculating PIAWE, please contact your agent or [icare](#).