



Application to cash out annual leave (Academic staff)

Use this form for Academic staff to apply to cash out a portion of your annual leave in the case of hardship.

1. EMPLOYEE DETAILS

Surname

First name

Staff number

2. REQUEST

In accordance with [Clause 27.8 of the Macquarie University Academic Staff Enterprise Agreement 2018](#), I wish to cash out an amount of annual leave.

Current annual leave balance:

hours

Amount of annual leave to be cashed out:

hours

Remaining annual leave balance after cash out:

hours

NB: Remaining balance should be no less than 4 weeks (140 hours for full time staff)

3. EMPLOYEE DECLARATION

I understand and agree that:

- The cashed-out leave will be paid at the same gross amount that would have been payable had I taken the leave.
- It is my responsibility to seek appropriate financial, taxation and superannuation advice related to any impacts arising from my application to cash out annual leave.

Applicant

Signature

Date

4. APPROVAL

Executive Dean /
Head of Office

Name and signature

Date

Overview

If you are experiencing hardship, the University may agree to cash-out an amount of your annual leave.

Approval of your request will be at the discretion of the Executive Dean or Head of Office.

The University will not normally agree to a request that would result in a staff member's remaining accrued entitlement being less than eight weeks (280 hours for full time staff).

For further information please see:

- [Academic Staff Enterprise Agreement](#)
- [Annual Leave Policy](#)

NEXT STEPS

Submit the completed form to your HR Payroll Advisor.

Payment will be processed in the first available pay period following receipt of this form by Payroll.