



# Application to cash out annual leave (Professional staff)

Use this form to apply to cash out a portion of your annual leave.

## 1. EMPLOYEE DETAILS

Surname	<input type="text"/>
First name	<input type="text"/>
Staff number	<input type="text"/>

## 2. REQUEST

In accordance with [Clause 7.27.8 of the Macquarie University Professional Staff Enterprise Agreement 2018](#), I wish to cash out an amount of annual leave.

Current annual leave balance:	<input type="text"/>	hours
Amount of annual leave to be cashed out:	<input type="text"/>	hours
Remaining annual leave balance after cash out:	<input type="text"/>	hours

**NB:** Remaining balance must be 4 weeks or greater (140 hours for full time staff).

## 3. EMPLOYEE DECLARATION

I understand and agree that:

1. I must take a minimum of two weeks (70 hours) annual leave within six months of the date this application is approved.
2. I am only able to cash out annual leave once in the life of the Professional Staff Enterprise Agreement.
3. The cashed-out leave will be paid at the same gross amount that would have been payable had I taken the leave.
4. 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

The University may agree to a request to cash-out an amount of annual leave. Approval of the requests is at the discretion of the Executive Dean or Head of Office.

Any cash out arrangement will only be agreed to once in the life of the Enterprise Agreement.

Annual leave will only be cashed out if the staff member agrees to take a minimum of two weeks (70 hours for full time staff) of annual leave within six months from the date the cash out request is approved.

The University will not agree to a request that will result in a staff member's remaining accrued leave balance being less than four weeks (140 hours for full time staff).

For more information please see:

- [Professional 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.