

# REQUEST FOR PAYOUT OF EXCESS LEAVE



You may only request a payout if:

- You have Annual Leave credits in excess of 187.5 hours (25 days) and/or  
(Refer to Curtin University Academic, Professional & General Staff Enterprise Agreement 2012-2016, clause 38.7)
- You have Long Service leave credits in excess of 487.5 hours (65 days)  
(Refer to Curtin University Academic, Professional & General Staff Enterprise Agreement 2012-2016, clause 39.6)
- The requested amount leaves a minimum balance of each of the above hours.

Note: Leave cannot be cashed out in advance of it being credited.  
Leave balances must be confirmed by HR before a payout is enacted.

<b>Part 1:</b>	<b><u>Application - to be completed by Employee</u></b>
Name: _____	Staff ID _____
Area/Division _____	School/Office: _____
In the last 12 months have you cashed out any leave;	Yes/No
In the last 12 months have you taken Annual Leave and/or Long Service Leave;	Yes/No
Please provide details of your existing leave balances (as recorded in Employee Kiosk):	
Annual Leave: _____	Long Service Leave: _____
I wish to apply for a payout of _____ hours of Annual leave and/or _____ hours of Long Service leave, as my specific circumstances prevent me from significantly reducing my leave balances	
If cashing our leave under clause 39.5.2, exceptional circumstances, please provide more additional details in Part 4	
Signature of Employee: _____	Date: _____

<b>Part 2</b>	<b><u>To be completed by Employee</u></b>
Please note, employees should be taking there leave for recreation purposes and only in specific circumstances should the option of cashing out leave be considered.	
I, (name) _____ acknowledge that in order for Human Resources to consider my request to payout excess leave, an approved leave bookings, via Employee Kiosk have been recorded to reflect my leave arrangements for the next 12 months.	
Signature of Employee: _____	Date: _____

<b>Part 3:</b>	<b><u>To be completed by Head of School (or equivalent)</u></b>
This application for payout of excess leave is:	
<input type="checkbox"/> <b>SUPPORTED*</b>	<input type="checkbox"/> <b>NOT SUPPORTED</b>
<i>* An application may only be supported if there are genuine circumstances that prevent the clearing of the leave</i>	
<input type="checkbox"/> <b>Future Leave Bookings have been approved</b>	
Name: _____	Signature: _____
Position: _____	Date: _____

