



Details regarding Individual Flexibility Arrangements can be found in the [Charles Sturt University Enterprise Agreement](#)

## Employee Details

Name

Staff Number

Faculty/Division/Office

School/Section/Centre

## Annual leave lump sum payment

Available in cases of financial hardship. Further resources can be found on our [financial wellbeing website](#).

In all cases, staff are encouraged to take leave for wellbeing rather than opting for a lump sum payment.

A minimum balance of four (4) weeks must remain after a lump sum payment has been processed, pro rata for part time staff - see examples below:

- 100% = 20 days
- 60% = 12 days
- 20% = 4 days

No. of working days to be paid

Preferred pay date

## Request

I am requesting a payout of my annual leave due to financial hardship.

Employee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Authorisation

### Information for supervisors

- Consider what leave has been taken by the employee to ensure wellbeing
- There is no budget supplementation available for lump sum payments

Supervisor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Band 6, FAM or  
FTM (Science)

[Who is this?](#)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DPC Use Only

Fortnightly salary (FTE)

☐ Timesheet entry processed (8ALCO)

Working day rate

☐ Leave adjustment processed (FL604)

Number of working days to be paid

Amount to be paid (8ALCO)