DIVISION OF PEOPLE AND CULTURE

# Request for Individual Flexibility Arrangement under Clause 54 of the Charles Sturt University Enterprise Agreement 2023-2025:

# Agreement to Cash Out Annual Leave

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| --- |
| EMPLOYEE INFORMATION |
|  |
| Employee ID Number |  |  |  |
|  |  |  |  |
| Employee Name |  |  |  |
|  |  |  |  |
| DETAILS OF ANNUAL LEAVE CASH OUT |  |
|  |  |  |  |
| How many hours/days of annual leave would you like to cash out? |  |  |  |
|  |  |  |  |
| On what [pay day](https://cdn.csu.edu.au/__data/assets/pdf_file/0008/696374/Pay-Day-Calendar.pdf) would you like to receive payment?\* |  | **Note: Must be a pay day and at least 14 days’ notice is required.** |  |
|  |  | *\*Subject to the request being approved and forwarded to DPC in time to be processed for the requested pay day.* |  |
| Do you confirm that after cashing out the leave above, you will retain a balance of at least 4 weeks of annual leave (pro rata for part time - eg, 100% = 20 days, 60% = 12 days)? | Yes |  | No |  |  |
| Note: you can obtain your leave balance from [Web Kiosk](https://webkiosk.csu.edu.au/). |  |
|  |  |  |  |
| Do you confirm that you are over 18 years of age? | Yes |  | No |  |  |
|  |  |  |  |
| EMPLOYEE DECLARATION |  |
| Declaration |  | In making this application, I agree that:* I am making this request voluntarily and this arrangement genuinely meets my needs;
* I will be better off overall under this agreement than I would have been if no arrangement were agreed to;
* This agreement will commence on the date of approval by my supervisor;
* I am seeking lump sum payment of annual leave arrangements in accordance with Clauses 42 and 54 of the Charles Sturt University Enterprise Agreement 2023-2025;
* This arrangement may be cancelled by giving 28 days’ notice in writing in advance of the cash out date, or at any time by mutual agreement.
 |  |
| Employee Signature |  |  |  | Date |  |  |
|  |  |
| DELEGATED OFFICER APPROVAL |  |
|  |  |  |  |
| Do you approve the employee’s request to cash out annual leave?Note: Budget supplementation is not available for lump sum payments. | Yes |  | No |  |  |
|  |  |  |  |
| Name |  |  |  |
|  |  | *Delegated Officer: Band 6, Faculty Administration Manager or Faculty Executive Officer* |  |
| Signature |  |  |  | Date |  |  |
|  |  |  |  |
| Return form to employee with a copy to dpc@csu.edu.au  |