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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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](mailto:dpc@csu.edu.au) | | | | | | | | | | | | | |