|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Anniversary Date of employment: |  | | |
| Contact details: |  | | |
| Job Position: |  | | |
| Preferred date for payment: |  | | |
| Number of days requesting to be paid out: |  | | |
| Employee Signature: |  | Date: |  |

**Employee Request to Cash out Annual Leave**

**Request to Cash out Annual Leave Process**

|  |  |  |  |
| --- | --- | --- | --- |
| Has the employee had any leave cashed out in the last 12 months: | Yes  No | If Yes how much | (if maximum of one week has been cashed out in last 12 months automatic decline) |
| Does the employee have any outstanding leave(leave earned prior to last anniversary but not yet taken): | Yes  No (automatic decline) | If Yes how much | |
| Agreed number of days to be cashed out: |  | | |
| Gross value to be paid ($): |  | | |
| Agreed date of payment: |  | | |
| Annual Leave records have been adjusted: | **Yes** | | |

**Request to Cash out Annual Leave Approved**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/Manager Signature: |  | Date |  |

**Request to Cash out Annual Leave Declined**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/Manager Signature: |  | Date |  |