|  |  |
| --- | --- |
| 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 |  |